



Sturminster Newton Town Council

Staff & Councillor Privacy Notice (UK GDPR)

This Privacy Notice explains how Sturminster Newton Town Council (“the Council”) uses and protects the personal information of its employees, councillors, volunteers, and applicants, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Summary of the UK GDPR Framework

Category	Key Information
Lawful Bases for Processing	Employment contract · Legal obligation · Public task · Consent (optional uses)
Data Collected	Contact details · Employment and payroll data · Declarations of interest · Training records
Your Rights	To be informed · Access · Rectification · Erasure · Restriction · Portability · Objection

1. Introduction

This Privacy Notice applies to all personal data held by the Council relating to its staff, councillors, volunteers, and job applicants. The Council is the data controller for this information and is committed to processing it lawfully, fairly, and transparently.

2. The Information We Collect

The Council may collect and process the following information:

- Personal details (name, address, contact information)
- Employment details (CV, references, right-to-work documents)
- Payroll and pension information
- Emergency contact details
- Declarations of interest and register of members’ interests
- Training, performance, and attendance records
- Health or accessibility information (where necessary)
- Photographs for ID or Council publicity (with consent)

3. Lawful Bases for Processing

The Council processes personal data under the following lawful bases:

- Contract – to fulfil employment or service obligations
- Legal obligation – to meet statutory requirements (e.g. HMRC, pensions, Local Government Act)
- Public task – to perform official Council duties
- Consent – for optional uses such as publicity photos or social media posts
- Vital interests – in emergencies or welfare situations

4. Special Category Data

The Council may process special category data such as health information, diversity data, or DBS checks where necessary for employment law, safeguarding, or equality monitoring, or with the individual's explicit consent.

5. How We Use the Information

The Council uses personal data to:

- Administer employment, payroll, and pension schemes
- Meet legal and regulatory obligations
- Ensure the safety, welfare, and training of staff and councillors
- Manage performance, conduct, and grievance processes
- Publish councillor contact details and registers of interest
- Communicate Council business and events where appropriate

6. Sharing Your Information

The Council may share personal data with:

- HMRC, pension providers, and government bodies
- Dorset Council and the Local Government Association (LGA)
- External auditors, regulators, and training providers
- Occupational health or medical professionals (if required)

Any sharing will be proportionate, lawful, and subject to confidentiality.

In accordance with the Localism Act 2011, councillors' names, contact details, and registers of interests are published on the Council's website and are available for public inspection as required by law.

7. Data Security and Retention

Personal data is stored securely in password-protected systems and locked filing cabinets. Access is limited to authorised users only. Retention periods are set out in the Council's Records Retention and Disposal Policy, after which data is securely deleted or destroyed.

8. Your Rights

Staff, councillors, and volunteers have the following rights under the UK GDPR:

- To be informed about how their data is used
- To access the information held about them
- To request correction of inaccurate data
- To request erasure of data where appropriate
- To request restriction or object to processing
- To request data portability (where applicable)

Requests should be made in writing to the Town Clerk.

9. Contact and Complaints

Town Clerk Sturminster Newton Town Council

The Council Office, Old Market Hill, Sturminster Newton, DT10 1FH

Tel: 01258475136 Email: townclerk@sturminsternewton-tc.gov.uk

If you are not satisfied with how your data is handled, you may contact the Information Commissioner's Office (ICO) at www.ico.org.uk or call 0303 123 1113.

The Council values transparency and confidentiality and will only collect and use personal data for lawful purposes.

Adopted: October 2025

Next Review Due: October 2027