

# Cheddleton Parish Council



## Data Protection (HR) Policy

### 1. Introduction and Purpose

1.1 Cheddleton Parish Council is committed to protecting the personal data of its employees, workers, job applicants, contractors and former staff, and to complying with its obligations under the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

1.2 This policy sets out how the Council processes **employment and HR-related personal data** and the responsibilities of individuals who handle such data.

1.3 This policy applies **only to HR-related personal data**. It does not apply to personal data relating to members of the public, councillor casework or wider Council business, which are covered separately under the Council's Information Protection Policy.

### 2. Scope

2.1 This policy applies to personal data relating to:

- Job applicants;
- Current and former employees;
- Workers and contractors;
- Former employees.

2.2 It applies to personal data held in all formats, including electronic records, paper files, emails and HR systems.

### 3. Responsibilities

#### *3.1 Clerk to the Council*

- Acts as the Council's Data Protection Lead for HR-related data;
- Ensures compliance with data protection legislation in relation to staff data;
- Oversees subject access requests, data breaches and retention of HR records;
- Maintains appropriate records of processing activities.

#### *3.2 Employees and Others*

- Must handle HR-related personal data lawfully and securely;
- Must only access data necessary for their role;

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- Must report any data breach or suspected breach immediately to the Clerk.

## 4. Definitions

- **Personal data:** Any information relating to an identified or identifiable living individual.
- **Processing:** Any operation performed on personal data, including collection, storage, use, disclosure or destruction.
- **Special category data:** Personal data revealing racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sex life or sexual orientation, genetic or biometric data.
- **Criminal records data:** Data relating to criminal convictions, offences or allegations.

## 5. Data Protection Principles

5.1 The Council processes HR-related personal data in accordance with the UK GDPR principles. Personal data will be:

- Processed lawfully, fairly and transparently;
- Collected for specified, explicit and legitimate purposes;
- Adequate, relevant and limited to what is necessary;
- Accurate and kept up to date;
- Retained only for as long as necessary;
- Kept secure against unauthorised or unlawful processing, loss or damage.

5.2 Privacy notices will explain what data is processed, the legal basis for processing and how long data is retained.

## 6. Lawful Basis for Processing

6.1 The Council may process HR-related personal data where it is necessary:

- For the performance of a contract (e.g. employment contract);
- To comply with a legal obligation;
- For the Council's legitimate interests;

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- To protect vital interests;
- For the performance of a task carried out in the public interest or in the exercise of official authority.

6.2 Where required, consent will be obtained. Consent may be withdrawn at any time.

## 7. Special Category and Criminal Records Data

7.1 Special category and criminal records data will only be processed where permitted by law and appropriate safeguards are in place.

7.2 Where consent is required, it will be obtained explicitly and may be withdrawn.

## 8. Individual Rights

8.1 Individuals have rights in relation to their personal data, including the right to:

- Access their data;
- Rectify inaccurate data;
- Request erasure or restriction of processing where appropriate;
- Object to processing in certain circumstances;
- Lodge a complaint with the Information Commissioner's Office (ICO).

## 9. Subject Access Requests

9.1 Subject access requests must be submitted to the Clerk.

9.2 Requests will normally be responded to within one month, subject to statutory exemptions and extensions where permitted.

## 10. Data Security and Breaches

10.1 The Council will take appropriate technical and organisational measures to protect HR-related personal data.

10.2 Any actual or suspected data breach must be reported immediately to the Clerk.

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10.3 Where required, data breaches will be reported to the Information Commissioner's Office within 72 hours.

## 11. Retention and Disposal

11.1 HR-related personal data will be retained only for as long as necessary in accordance with the Council's retention schedule.

11.2 Data will be securely destroyed when no longer required.

## 12. Training and Awareness

12.1 Appropriate data protection training will be provided to individuals who handle HR-related personal data.

## 13. Review and Adoption

13.1 This policy will be reviewed at least every year.

13.2 The Council may review this policy earlier where there are changes to legislation, statutory guidance, or advice issued by Staffordshire Moorlands District Council or its Monitoring Officer.

13.3 Date created: 24<sup>th</sup> December 2025

13.4 Approved by Cheddleton Parish Council on: [date]

13.5 Review date: [date]

13.6 Chair to sign: [sign]