



WESTGATE-ON-SEA TOWN COUNCIL
EMPLOYEE PRIVACY NOTICE

Adopted: 11th March 2026

Next Review: March 2028

Table of Contents

EMPLOYEE PRIVACY NOTICE	2
1. Notice Application	2
2. The Council's Right to Process Information	2
3. Information Security	2
YOUR RIGHTS	2
4. Access to Information	2
5. Information Correction	2
6. Information Deletion.....	2
7. Right to Object.....	3
8. Rights Related to Automated Decision Making and Profiling	3
9. Summary.....	3
10. Complaints.....	3

EMPLOYEE PRIVACY NOTICE

1. Notice Application

- If you apply for a vacancy with the Council and have sent us your application and/or CV but were not offered employment
- If you are employed by the Council
- If you enter a volunteer agreement with the Council
- If you undertake work experience with the Council

The information you provide (personal information such as name, address, email address, phone number, P45, Tax Code, CV, Contract, Appraisals, and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence, and retain information relating to your employment with the Council. Your personal information will not be shared with any third party outside of the HR Committee or your line manager.

2. The Council's Right to Process Information

GDPR Article 6 (1) (a) (c) (Data Protection Act 2018)

- Processing is with consent of the data subject
- Processing is necessary for compliance with a legal obligation

3. Information Security

Westgate-on-Sea Town Council ensures the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for, and it will be kept during the whole period of your employment and for a statutory period of six years after. After which, it will be deleted.

YOUR RIGHTS

4. Access to Information

You have the right to request access to the information we have on you. You can do this by contacting Town Clerk.

5. Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.

6. Information Deletion

Please contact us if you wish Westgate-on-Sea Town Council to delete the information about you.

Note: The Council does have a legal obligation to retain information relating to their employees.

7. Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object.

8. Rights Related to Automated Decision Making and Profiling

Westgate-on-Sea Town Council does not use automated decision-making or profiling of personal data.

9. Summary

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information, and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We regularly review our Privacy Policies to keep them up to date in protecting your data.

10. Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Westgate-on-Sea Town Council's Town Clerk or the Information Commissioners Office at casework@ico.org.uk or Tel: 0303 123 1113.