



Staff Privacy Notice

HENFIELD PARISH COUNCIL

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Version 1.0

DRAFT



Version History

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1.0	Draft	Jul 26	

Distribution

Internal: All Staff

External: Website / Councillors / Partners

Change Log

Version 1.0 -

Staff Privacy Notice

Henfield Parish Council is committed to protecting the privacy of its employees and complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This Privacy Notice explains how we collect, use and protect your personal information during and after your employment.

Henfield Parish Council is the Data Controller for the personal information it processes about employees. Examples of the data that may be collected include:

- name
- address
- date of birth
- National Insurance number
- bank details
- emergency contacts
- payroll records
- pension information
- tax information
- sickness absence
- annual leave
- disciplinary and grievance records
- training records
- DBS checks (if applicable)

Henfield Parish Council processes information to:

- administer employment contracts
- pay salaries
- administer pensions
- comply with employment law
- comply with HMRC requirements
- manage annual leave
- manage sickness absence
- undertake performance management
- provide training
- protect Council property and systems

To process your pay your data is processed via Third Party GDPR compliant companies – A&B Matters and Barclays online banking.

Staff information will be retained for a minimum of six years to comply with financial laws. If you are a member of a pension scheme, then this information is also held by the Pension Administrators. This information is legally held by them and Henfield Parish Council until your death to ensure that pension payments are maintained. After this time your information is disposed of securely. Please also refer to the Data Retention Policy.

We keep your information in the secure environment of Henfield Parish Office and access is restricted. All computers are password protected. We do not use your information to create a 'profile' about you.

You may access your own information at any time, and you have the right to request rectification and erasure where applicable. You also have a right to complain to the Information Commissioners Office. If you have any concerns, please contact the Clerk in the first instance.