RIPON CITY COUNCIL

Privacy Notice for Staff, Councillors and Role Holders

Item	Detail
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Date of review	September 2028

Privacy Notice for Staff, Councillors and Role Holders

1. Introduction

Ripon City Council ("the Council") is committed to protecting the privacy and security of personal information relating to its staff, councillors, volunteers, contractors, applicants and other individuals who undertake roles on behalf of the Council.

This Privacy Notice explains how the Council collects, uses, stores and protects personal information and the rights individuals have in relation to their personal data.

The Council is a Data Controller for the personal information it processes.

The Council will comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable data-protection legislation.

2. Who this notice applies to

This notice applies to:

- current and former employees;

- job applicants;

- parish councillors;

- volunteers;

- contractors and consultants;

- temporary and agency workers;

- committee members and other role holders;

- individuals undertaking work or functions on behalf of the Council; and

- where appropriate, former councillors and former role holders.

3. What personal information we may collect

Depending upon your relationship with the Council, we may collect and process information such as:

- name, title and contact details;

- postal address;

- telephone number;

- email address;
- date of birth where necessary;
- employment and role information;
- bank and payment details where required;
- records relating to remuneration, expenses and allowances;
- qualifications and professional information;
- correspondence with or about you;
- photographs, video or audio recordings where applicable;
- information relating to Council meetings and activities;
- information required for equality, safeguarding, health and safety or legal purposes; and
- other information necessary for the proper administration of the Council.

The Council will only collect information that is relevant and necessary for a legitimate Council purpose.

4. How we use personal information

The Council may use personal information to:

- administer your role or employment;
- communicate with you about Council business;
- arrange meetings and distribute agendas, minutes and other documents;
- administer payments, expenses and allowances;
- maintain appropriate employment and personnel records;
- comply with legal and regulatory obligations;
- manage Council facilities, equipment and systems;
- deal with complaints, enquiries and correspondence;
- investigate incidents or concerns;
- comply with freedom of information and transparency requirements;
- meet audit and accounting requirements;
- protect the security of Council systems and information;

- undertake safeguarding and health and safety activities where applicable; and

- carry out other lawful functions of the Parish Council.

5. Lawful basis for processing

The Council will identify and document an appropriate lawful basis before processing personal information.

Depending on the circumstances, this may include:

- Legal obligation – where the Council is required by law to process information;

- Public task – where processing is necessary for the Council to perform its public functions;

- Contract – where processing is necessary to enter into or perform a contract;

- Legitimate interests – where appropriate and where those interests are not overridden by an individual's rights;

- Consent – where consent is the appropriate lawful basis; or

- another lawful basis permitted by data-protection legislation.

Consent will not normally be relied upon where the Council has another more appropriate lawful basis.

6. Special category and criminal offence information

The Council may occasionally need to process more sensitive information, including special category personal data.

Where this occurs, the Council will ensure that an appropriate additional condition for processing is identified under data-protection legislation.

Information relating to criminal convictions and offences will only be processed where permitted by law and where appropriate safeguards are in place.

7. Sharing personal information

The Council will only share personal information where there is a lawful reason to do so.

Information may be shared with, where appropriate:

- local authorities and other public bodies;

- government departments and agencies;

- auditors and accountants;

- professional advisers;

- payroll or HR providers;

- IT and software providers;

- insurers;

- legal advisers;

- contractors providing services to the Council;

- regulatory or law-enforcement bodies; and

- other organisations where disclosure is required or permitted by law.

Where another organisation processes personal information on behalf of the Council, the Council will ensure appropriate contractual and data-protection arrangements are in place.

8. Councillors and access to personal information

Councillors may receive personal information as part of carrying out their legitimate Council duties.

Councillors must:

- only access information they are authorised to access;

- only use information for legitimate Council purposes;

- keep personal information confidential where required;

- not disclose information to unauthorised persons;

- take reasonable steps to protect information held on paper or electronically;

- use Council-approved systems where provided;

- report suspected loss, unauthorised access or disclosure promptly; and

- comply with the Council's Data Protection, Information Security and related policies.

Being a councillor does not, by itself, give an individual unrestricted access to Council records or personal information.

9. Staff responsibilities

All staff and other role holders who handle personal information on behalf of the Council are expected to:

- follow Council data-protection and information-security procedures;

- keep personal information secure;

- maintain confidentiality;

- only access information required for their role;

- avoid unnecessary copying or retention of personal information;

- report suspected data breaches promptly; and

- undertake any data-protection training required by the Council.

Failure to follow the Council's requirements may result in appropriate action in accordance with the relevant employment, contractual or Council procedures.

10. Security

The Council will take appropriate technical and organisational measures to protect personal information against:

- unauthorised or unlawful processing;

- accidental loss;

- destruction;

- damage;

- unauthorised disclosure; and

- unauthorised access.

Paper records will be stored securely and electronic records will be protected using appropriate access controls, passwords and other security measures.

Council information should not normally be stored on personal devices or personal email accounts unless specifically authorised and appropriate security measures are in place.

11. Email and electronic communications

Council business involving personal information should be conducted using Council-approved email accounts and systems wherever reasonably possible.

Care must be taken when sending personal information by email, particularly where information is sensitive or confidential.

Where appropriate, recipients should be checked carefully and information should be encrypted or otherwise protected.

12. Data breaches

A personal-data breach may include the loss, theft, accidental disclosure, unauthorised access or accidental destruction of personal information.

Any suspected or actual data breach must be reported to the Chief Officer (the Council's designated Data Protection Lead) as soon as possible and will be entered onto the data breach register.

The Council will assess the incident and, where required, notify the Information Commissioner's Office (ICO) and affected individuals in accordance with legal requirements.

13. Retention of personal information

The Council will not keep personal information for longer than is necessary.

Information will be retained in accordance with the Council's Records Retention and Disposal Policy and any applicable statutory or regulatory requirements.

When information is no longer required, it will be securely deleted, destroyed or otherwise disposed of.

14. Individual rights

Subject to legal exemptions and applicable conditions, individuals have rights under data-protection legislation, including the right to:

- be informed about how their personal data is used;

- request access to their personal information;

- request correction of inaccurate information;

- request deletion in certain circumstances;

- request restriction of processing in certain circumstances;

- object to certain processing; and

- request data portability in circumstances where that right applies.

Some rights are subject to exemptions or limitations, particularly where the Council is required by law to retain or process information.

15. Subject Access Requests

Individuals who wish to request a copy of the personal information held about them should contact:

Mrs Sally Taylor

chief.officer@riponcity.gov.uk

Ripon City Council
Town Hall
Ripon HG4 1DD

The Council will deal with requests in accordance with its Subject Access Request procedure (as laid out in the data protection policy 2026) and applicable data-protection legislation.

16. Confidentiality

Staff, councillors and other role holders must respect the confidentiality of personal information obtained through their Council role.

Information should not be disclosed to family members, friends, members of the public, political groups, community organisations or other third parties unless there is a lawful basis and appropriate authority to do so.

Confidential information must continue to be treated appropriately after an individual ceases to be a councillor, employee or other Council role holder.

17. Transparency and publication

The Council is subject to transparency and freedom-of-information obligations.

Some information concerning councillors, staff and Council activities may therefore be required to be published or disclosed.

The Council will seek to balance these obligations with its responsibilities under data-protection legislation and will not publish personal information unnecessarily.

18. Complaints

Anyone who has concerns about the Council's handling of their personal information should first contact:

Mrs Sally Taylor

chief.officer@riponcity.gov.uk

01765 604097

Individuals also have the right to complain to the Information Commissioner's Office (ICO) if they believe their personal information has not been handled lawfully.

19. Responsibility for data protection

The Council has appointed:

Data Protection Lead: *Mrs Sally Taylor. Chief Officer*

Contact: *chief.officer@riponcity.gov.uk / 01765 604097*

The Council will provide appropriate guidance and training to staff, councillors and other role holders who handle personal information.

20. Review

This Privacy Notice will be reviewed regularly and whenever there is a significant change to data-protection legislation, Council procedures or the way personal information is processed.