FULL PRIVACY NOTICES

1️⃣ Privacy Notice – General

Diss Town Council – Privacy Notice (General)

1. Introduction

Diss Town Council ("the Council") is committed to protecting personal data 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, store and protect personal data when you interact with the Council.

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2. Who we are

Data Controller: Diss Town Council
11–12 Market Hill, Diss, Norfolk IP22 4JZ
Email: towncouncil@diss.gov.uk
Telephone: 01379 643848

The Town Clerk acts as the Council's Data Protection Officer.

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3. What personal data we collect

Depending on your relationship with the Council, we may process:

- Name, address, email address and telephone number
- Organisation or business details
- Correspondence, enquiries and complaints
- Financial information relating to payments, grants or invoices
- Images or recordings from meetings or public events
- Any other information you choose to provide to us

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4. How we collect personal data

Personal data may be collected via:

- Emails, letters and telephone calls
- Online or paper forms

- Attendance at meetings or events
- Direct contact with councillors or officers

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5. How we use your personal data

We use personal data to:

- Respond to enquiries and correspondence
- Deliver council services and facilities
- Administer contracts, grants and payments
- Maintain statutory and administrative records
- Comply with legal, regulatory and audit requirements

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6. Lawful basis for processing

We process personal data under one or more of the following lawful bases:

- **Public task** – where processing is necessary to carry out the Council's statutory functions
- **Legal obligation** – where required by law
- **Contract** – where processing is necessary for a contract
- **Consent** – where you have given clear consent (used sparingly)

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7. Data sharing

We do not sell personal data. We may share information where necessary with:

- Professional advisers (e.g. auditors, legal advisers)
- IT and cloud service providers
- Contractors delivering services on our behalf
- Other public authorities or statutory bodies

All third parties are required to process data securely and lawfully.

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8. Data retention

Personal data is retained only for as long as necessary and in accordance with the Council's Data and Document Retention Policy. Data is securely deleted or destroyed when no longer required.

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9. Your rights

You have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure (where applicable)
- Restrict or object to processing
- Lodge a complaint with the Information Commissioner's Office

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10. Automated decision-making

The Council does not use automated decision-making or profiling.

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11. Complaints

Concerns should be raised with the Town Clerk in the first instance. You may also complain to the Information Commissioner's Office (www.ico.org.uk).

2️⃣ Privacy Notice – Staff & Councillors

Diss Town Council – Privacy Notice (Staff & Councillors)

1. Introduction

This Privacy Notice explains how Diss Town Council processes personal data relating to employees, councillors and volunteers.

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2. Who this notice applies to

- Employees and agency staff
- Town Councillors
- Volunteers

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3. What personal data we collect

This may include:

- Identity and contact details
- Employment and role information
- Payroll, pension and HMRC information
- Training, performance and appraisal records
- Declarations of interest
- Health or safeguarding information (where lawful and necessary)

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4. How we use personal data

Personal data is used for:

- Employment and governance administration
- Payroll, pensions and expenses
- Training, performance management and support
- Compliance with legal and regulatory obligations
- Proper administration of council business

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5. Lawful basis for processing

Processing is carried out under:

- **Contract**
- **Legal obligation**
- **Public task**

Consent is used only where appropriate and can be withdrawn.

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6. Data sharing

Data may be shared with:

- Payroll and pension providers
- HMRC
- Auditors and professional advisers
- Training providers

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7. Retention and security

Data is retained in line with statutory requirements and the Council's retention policy, and is protected by appropriate technical and organisational measures.

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8. Rights and complaints

Staff and councillors have the same rights under UK GDPR as other data subjects and may raise concerns with the Town Clerk or the ICO.

3️⃣ Privacy Notice – Recruitment

Diss Town Council – Privacy Notice (Recruitment)

1. Introduction

This Privacy Notice explains how personal data is processed during recruitment.

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2. What data we collect

We may collect:

- Application forms and CVs
- Contact details
- Employment history and qualifications
- Interview notes and assessments
- References (where applicable)

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3. How we use recruitment data

Personal data is used to:

- Assess suitability for roles
- Conduct interviews and selection
- Make appointment decisions
- Comply with legal and equality obligations

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4. Lawful basis for processing

Processing is carried out under:

- **Legitimate interests**
- **Legal obligation**
- **Contract** (successful candidates)

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5. Data sharing

Information is shared only with those involved in the recruitment process.

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6. Retention

Unsuccessful applications are retained for a limited period (normally up to 12 months) before secure disposal.

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7. Rights

Applicants have the right to access and request correction of their data and to raise concerns with the ICO.