

## DATA PROTECTION

**DATA CONTROLLER**

**Tendring District Council**

Tendring District Council is committed to protecting your privacy rights as an employee.

In compliance with Data Protection legislation, the Council is registered as a Data Controller with the Information Commissioners Office (ICO). The detail of this registration can be viewed by searching the public register on the ICO website ([www.ico.org.uk](http://www.ico.org.uk)) for 'Tendring District Council'.

This Privacy Notice explains how we use your information and how we protect your privacy.

Tendring District Council has a Data Protection Officer to ensure that we respect your rights and follow the law.

If you have any concerns or questions about how we look after your personal information or wish to exercise any of [Your Rights](#), please contact :-

The Data Protection Officer  
Tendring District Council  
Town Hall  
Station Road  
Clacton on Sea  
Essex CO15 1SE

[DPAOfficer@tendringdc.gov.uk](mailto:DPAOfficer@tendringdc.gov.uk)

01255 686060

## What is personal information

Personal information (or Personal Data) can be anything that identifies and relates to a living person (*natural persons*). For example, your name and contact details.

## Special Category or sensitive Personal Information

Some information is considered to be 'Special Category' information and needs more protection due to its sensitivity. This includes information relating to :-

Racial or ethnic origin	Genetic Data
Political Opinions	Biometric Data
Religious or philosophical beliefs	Health
Trade Union Membership	Sex Life or Sexual Orientation

## Why we use personal information

The Council will use your personal information as employees for the purposes of :-

- [Staff Administration](#)
- [Processing of Internal Job Applications](#)
- [IT Services](#)
- [Facilities Management](#)
- [Emergency Planning Volunteering](#)
- [Emergency Planning Rota](#)
- [Talk to TED \(Internal Chat bot used on TED\)](#)

More detailed information can be found by clicking on each of these links.

## How we protect your data

We'll do what we can to make sure we process records about you (on paper and electronically) in a secure way, and we'll only make them available to those who have a right to see them. Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password). This is done with a secret code or what's called a 'cypher'. The hidden information is said to then be 'encrypted'.
- Pseudonymisation, meaning that we'll use a different name so we can hide parts of your personal information from view. This means that someone outside of the Council could work on your information for us without ever knowing it was yours.
- Controlling access to systems and networks means we can prevent people who are not allowed to view your personal information accessing it.
- Protecting your data through the effective use of relevant IT Security controls. We have a range of IT Security measures in place to help protect your data from viruses, malware, ransomware, intrusion, loss, theft and other related risks.

- Classification of data. The data you provide to us is classified dependent on its content which enables us to apply appropriate controls.
- Conducting privacy impact assessments (PIA) to ensure end-to-end protection when necessary.
- Training our staff enables us to make them aware of how to correctly handle information and how and when to report if something goes wrong.
- Regular testing of our technology and ways of working to ensure they remain suitable; including keeping up to date with the latest security updates (commonly called patches).

### **Why we share data, who we share it with and how long we keep it**

The Council only collects and uses personal information where it is needed to comply with a legal obligation; performance of a task carried out in the public interest; exercise of official authority; or with your consent, and it may be shared for the same reasons.

Your personal information is only kept for as long as is necessary for those identified purposes.

Where it is necessary for us to share your information this will be done in a secure way which has been subjected to a privacy impact assessment (PIA). Where other organisations process your information on our behalf, this is carried out under contract and an information sharing agreement will be in place between the organisations involved.

Wherever information is needed solely for general or statistical purposes, or is kept for a longer period, we will ensure that all personal identifiers are removed so that it becomes anonymous and therefore no longer 'personal information'.

### **Your Rights**

Data Protection law gives you a number of legal rights. These are :-

<b>The right to be informed</b>	<b>The right to restrict processing</b>
<b>The right of access</b>	<b>The right to data portability</b>
<b>The right to rectification</b>	<b>The right to object</b>
<b>The right to erasure</b>	<b>Rights in relation to automated decision making and profiling</b>

## How to request your personal information

You can make a request to see your personal information at any time. This is known as a Subject Access Request and can only be made by the person to whom the information relates or their authorised representative. Requests should include sufficient information to clearly identify you so that we don't provide your information to someone attempting to impersonate you. For example, your full name, address, and payroll number or other contact details we may record. In this way we can ensure your privacy rights continue to be protected.

If you wish to authorise someone to act on your behalf – this could be another individual or an organisation, such as your legal representative, union representative or Citizens Advice, it is important that you make your wishes clear and provide an appropriate, signed, form of authority so that we know they are acting under your instruction.

Please send your requests to :-

The Data Protection Officer  
Tendring District Council  
Town Hall  
Station Road  
Clacton on Sea  
Essex CO15 1SE

[DPAOfficer@tendringdc.gov.uk](mailto:DPAOfficer@tendringdc.gov.uk)

## How to make a complaint or request a restriction relating to how your information is used

If you wish to make a complaint or request a restriction relating to how your personal information is being used by the Council, please provide as much information as possible so that we can review your request or conduct an investigation into the complaint.

If you wish to appoint someone to act on your behalf – this could be another individual or an organisation, such as your legal representative or Citizens Advice, it is important that you make your wishes clear and provide an appropriate, signed, form of authority so that we know they are acting under your instruction.

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[DPAOfficer@tendringdc.gov.uk](mailto:DPAOfficer@tendringdc.gov.uk)

## How to correct inaccurate information

If you need to provide an update to your information, please contact Human Resources directly by email [humanresources@tendringdc.gov.uk](mailto:humanresources@tendringdc.gov.uk) .

However, if we wish to correct information that you consider to be inaccurate, please contact :

The Data Protection Officer

Tendring District Council

Town Hall

Station Road

Clacton on Sea

Essex CO15 1SE

[DPAOfficer@tendringdc.gov.uk](mailto:DPAOfficer@tendringdc.gov.uk)

If you wish to appoint someone to act on your behalf – this could be another individual or an organisation, such as your legal representative or Citizens Advice, it is important that you make your wishes clear and provide an appropriate, signed, form of authority so that we know they are acting under your instruction.

## How to request deletion of your information

You can make a request for your information to be permanently deleted. However your request can only be complied with where the Council has no lawful requirement to retain it.

Please provide as much information as possible so that we can consider your request.

If you wish to appoint someone to act on your behalf – this could be another individual or an organisation, such as your legal representative or Citizens Advice, it is important that you make your wishes clear and provide an appropriate, signed, form of authority so that we know they are acting under your instruction.

Please send your requests to :-

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## **Moving your information to another provider (portability)**

The right to Data portability is unlikely to apply to the processing of your personal information as an employee of the Council.

However, if you wish to exercise this right, please contact :-

The Data Protection Officer  
Tendring District Council  
Town Hall  
Station Road  
Clacton on Sea  
Essex CO15 1SE

[DPAOfficer@tendringdc.gov.uk](mailto:DPAOfficer@tendringdc.gov.uk)

## **Where can you get advice?**

If you have any worries or questions about how your personal information is processed please contact our Data Protection Officer in confidence.

[DPAOfficer@tendringdc.gov.uk](mailto:DPAOfficer@tendringdc.gov.uk)

01255 686060.

For independent advice about data protection, privacy and data sharing issues, you can contact the UK Information Commissioner's Office (ICO) at:

### **Information Commissioner's Office**

**Wycliffe House**

**Water Lane**

**Wilmslow**

**Cheshire SK9 5AF**

**Telephone: 0303 123 1113 (local rate) or 01625 545 745 national rate**

[www.ico.org.uk](http://www.ico.org.uk)

[casework@ico.org.uk](mailto:casework@ico.org.uk)