

Privacy Notice

Disciplinary Process



This Privacy Notice is designed to help you understand how and why Ryedale District Council processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are you?

Ryedale District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR).

The Council has appointed **Veritau Ltd** to be their Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
DPA@ryedale.gov.uk // 01609 53 2526

What Personal Data of mine do you collect?

If an allegation is made against you, which warrants investigation, then the Council will appoint an investigating officer who conduct a fact-finding exercise and if necessary either will present their findings to a disciplinary panel or provide information for disciplinary action to be taken outside of the formal procedure. This information could be comprised of, but not limited to:

- Witness statements;
- Relevant correspondence (emails to/from your Council account);
- Social Media Accounts;
- CCTV;
- IT Audit Trails;
- Investigatory Interview notes;
- Any relevant information from your personnel file;

What is the purpose of collecting my Personal Data?

Ryedale District Council collects this data in order to allow an investigation, and if necessary a disciplinary panel, to make a decision as to whether any disciplinary action is required.

Occasions will arise when it is appropriate to take disciplinary action outside of the formal procedure. This should not be regarded as normal practice but can arise when, for example, an employee is made aware of the results of a formal investigation and is prepared to accept a formal warning without the formal hearing process. Such action can save a considerable amount of time and stress for all the parties concerned whilst also achieving the purpose of a disciplinary warning which is to address an employee's behaviour and move forward.

Who do you share this data with?

As well as the investigatory officers, the disciplinary panel (if convened), and an appeals panel (if convened), the Council may disclose this information with individuals within the Human Resources Team, Legal Services, relevant members of management, Unison Reps, and any individual that you choose to accompany you.

How long do you keep this data for?

Data Held	Retention Period
Level 1 Written Warning	Date of Warning + 6 months
Level 2 Written Warning	Date of warning + 9 months
Final Written Warning	Date of Warning + 12 Months
Action short of dismissal	Date of Warning + timescale determined by the panel

What is your legal basis for processing this data?

GDPR Article 6(1)(b) The processing of your personal information is necessary for the performance of a contract to which you are party (employment contract).

GDPR Article 9(2)(b) The processing of your special category data is necessary for the carrying out of obligations and exercising specific rights of the controller or of the data subject in the field of employment.

For more information about how the Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).