

Privacy Notice

Grievance Procedure



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?

In most instances when a grievance is raised then your line manager, or another appropriate manager, will attempt to resolve issues informally.

If a grievance needs to be progressed formally then HR will nominate an appropriate manager to conduct a fact-finding exercise and present their findings to involved parties. 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;
- Relevant information from your personnel file;

What is the purpose of collecting my Personal Data?

Ryedale District Council collects this data in order to resolve issues in the workplace.

Who do you share this data with?

As well as the nominated manager, parties to the investigation, and (if appropriate) an appeals panel, Ryedale District Council may share this information with individuals within the HR Team, Unison Reps, and any individual that you choose to accompany you.

How long do you keep this data for?

Data Held	Retention Period
Evidence and investigation outcome	Six years upon closure;

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](#).