

Privacy Notice

Elected Members



This Privacy Notice is designed to help you understand how and why Ryedale District Council processes the personal data of prospective, current, and former elected members. 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 information do we process and why?

We process your information to fulfil our obligations associated with you holding office. This information includes, but is not limited to:

- Personal identifiers (your name, address, date of birth, email addresses, etc)
- Training records
- Information about your attendance and interests registered/declared
- Information about membership of any political groups and voting records
- Information about your ethnicity, religious beliefs and trade union membership (for the purposes of equality monitoring)
- Emergency contact information of those individuals you identify
- Financial information, including bank account information, tax, national insurance and pension contributions to facilitate payments of allowances and expenses

Who has access to my information within the Council?

Your information will only be made available to those who need it to do their job. This includes democratic and legal services and the teams supporting their services, and corporate management.

Your name, address, Council email address, contact telephone number (as provided by you), photograph, political affiliation and ward will be published on our website. Information on attendance at meetings, interests declared/registered, representation on outside bodies and voting records will also be included on our website. Any private telephone numbers

provided to us will only be used by corporate management and legal and democratic services, and will not appear on our website.

Who has access to my information outside the Council?

We will share your information with the following organisations:

- Our payroll provider
- HMRC
- Department of Work and Pension, if applicable
- North Yorkshire Pension Fund, if applicable
- Any salary sacrifice arrangement you sign up to eg a charity
- Disclosure and barring service to conduct criminal record checks, if applicable
- Prospective future employers, landlords, letting agents, or mortgage brokers where you have asked them to contact the Council to seek a reference

Details of allowances and expenses paid are published annually on our website.

We have duties under the Freedom of Information Act 2000 to disclose information we hold unless there is a very good reason to withhold it.

How long is my data kept for?

Data held	Retention period
PAYROLL	
P45	6 years after leaving
Payroll record	6 years after leaving – retain skeleton record after this time
Payslip and claims information	6 years after leaving
PENSIONS	
LGPS scheme information	20 years after leaving
TRAINING RECORDS	
Training records	6 years after leaving

What is your legal basis for processing my data?

The Council is processing your data as required by the Local Government Act 1972 and subsequent legislation and regulations relating to elected Members and Council decision making.

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