

## **Privacy Notice – Employment Appeals Panel (Democratic Services)**

### **Who we are –**

Employment Appeals Panel (Democratic Services)  
Town Hall  
St Ives Road  
Maidenhead  
SL6 1RF

### **Lawful basis for processing information –**

- Local Government Act 1972
- Local Government Act 2000
- Localism Act 2011
- Local Government and Housing Act 1989
- Local Government and Public Involvement in Health Act 2007
- Local Democracy, Economic Development and Construction Act 2009
- The Openness of Local Government Bodies Regulations 2014
- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
- Coronavirus Act 2020

General Data Protection Regulation Article 6(1)(e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

### **How we collect information –**

Personal data is supplied to Democratic Services via the HR department or directly to Democratic Services by individuals wishing to appeal an employment panel decision as part of their appeal paperwork.

### **What information is collected –**

This includes the appellant's name, address, contact details, employment history and pay.

### **How we use the information provided –**

The information provided is used to facilitate employment hearings decided by councillors.

### **Who has access to the information about you –**

The information is held by the clerk to the Appeal Panel and Democratic Services.

### **Who we may share your information with –**

The information is shared with the HR department, the relevant Head of Service, councillors who will hear your appeal, the appeal clerk and legal adviser to the panel. Agenda paperwork is held on the council's agenda management system, externally hosted by Modern Mindset Ltd

Participants in a virtual meeting will be either filmed or audio recorded dependent on how they choose to access the meeting. The recording is stored internally via Microsoft TEAMS until any legal proceedings related to the appeal are complete.

### **How long we store your information–**

Personal information provided as part of the employment appeal process is retained until any legal proceedings related to the appeal are complete.

### **Does your service utilise automated decision making? - No**