

## **Privacy Notice**

We are collecting information from you for the purposes of managing your contract of employment. This is in accordance with General Data Protection Regulations 6 (1) (b) where the processing is necessary for a contract to be formed or to take specific steps before entering into a contract. Information collected may be shared with other sections within the Council, Government departments as required to meet our legal obligations, and third parties processing data on behalf of the Council. All such sharing will comply with current data protection legislation. Information will not be transferred to countries outside the EEA. All information collected and processed may be subject to audit. The Council may also process the information for research purposes carried out in the public interest. All information will be held in accordance with the Council's retention and disposal schedule (see <http://www.antrimandnewtownabbey.gov.uk/Council>) and will be disposed of securely when no longer required. You have a number of rights with regard to data we hold on you – for further information see the Information Commissioner's website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

Data Protection Officer  
Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB  
T: 028 94 463113  
E: DPO@antrimandnewtownabbey.gov.uk

If you are not satisfied with our response, or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO).