

# Durrington Town Council – Staff Data & Sickness Data Policy

**Prepared by:** [Clerk / Responsible Officer]

**Date:** March 2026

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## 1. Purpose of Processing

The Council collects and retains staff personal data and, where necessary, sickness/health data to:

- Administer payroll and statutory entitlements
  - Manage absences and sickness pay
  - Comply with employment law and health and safety obligations
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## 2. Lawful Basis

- Personal data (e.g., name, contact details, payroll information) is processed for employment and legal obligations (UK GDPR Article 6(1)(b/c)).
  - Special category data (sickness/health records) is processed as required for employment purposes (UK GDPR Article 9(2)(b)).
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## 3. Data Categories

**Staff personal data:** name, address, contact details, payroll information (bank details, tax/NI, salary).

**Sickness/health data:** reason for absence, duration, supporting documentation (e.g., sick notes), any occupational health information if necessary.

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## 4. Data Retention

- Personal data and payroll information: retained in line with statutory and Council requirements ([e.g., 6 years for payroll]).
  - Sickness/health records: retained only as long as required for employment law and statutory purposes ([e.g., 6 years after end of employment/absence]).
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## 5. Access & Security

- Access to all staff data is limited to authorised personnel (Clerk, Chair, HR contact).
  - Physical records are securely stored in locked cabinets; digital records are password-protected with restricted access.
  - Records are not shared with third parties unless legally required.
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## 6. Data Disposal

- Paper records: securely shredded
  - Digital records: permanently deleted after retention period expires
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## 7. Data Subject Rights

Staff have the right to:

- Access their personal data
  - Request corrections to inaccurate data
  - Request deletion, where legally permissible
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### Approval:

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_