

Privacy Notice - Recruitment

Lambourn Parish Council is committed to protecting the privacy and security of your personal data. In accordance with our Data Protection Policy (2025) and UK GDPR, we provide the following information:

Data Controller - Lambourn Parish Council.

Purpose of Processing

The personal data provided in your application form and any supporting documents is used solely for the purpose of recruitment and assessing your suitability for the role of Parish Clerk & RFO.

Lawful Basis

Processing is necessary to take steps at the request of the data subject prior to entering into a contract (GDPR Article 6(1)(b)).

Data Retention

In line with our Document Retention Policy (2025)

Successful Candidate

Information will be transferred to your personnel file and kept for the duration of employment plus 6 years.

Unsuccessful Candidates

We will securely retain your application data for 6 months following the appointment of the successful candidate, after which it will be destroyed.

Your Rights

You have the right to access your data, request rectification, or ask for deletion of your data at any time during the process. For more information, please see our full General Privacy Policy on the Council website.