



BURSLEDON PARISH COUNCIL

Parish Council Office, The Lowford Centre, Portsmouth Road.
Bursledon Southampton SO31 8ES
Telephone 023 8040 7535 Website: bursledon-pc.gov.uk
Email: clerk@bursledon-pc.gov.uk

JOB VACANCY

VACANCY FOR FULL TIME GROUNDS MAINTENANCE OPERATIVE

The post has a varied range of duties including sports pitch maintenance, daily inspections and regular maintenance of Parish facilities and equipment including grass cutting and maintenance, hedge cutting/plant care and landscape maintenance.

Applicants must be comfortable working as part of a small team and on their own initiative.

Applicants are required to be experienced and preferably have some experience of grounds maintenance and of operating and maintaining equipment and machinery

The hours Monday to Friday 37 hours per week

Salary £17,364 to £19,554 pa depending on qualifications and experience

The full details of this vacancy and the application pack can be obtained from the Parish Council Offices or downloaded from the Parish Council web site www.bursledon-pc.gov.uk and returned to **The Parish Clerk, Bursledon Parish Council, The Lowford Centre, Portsmouth Road, Bursledon SO31 8ES**

(The Parish Council will not accept CV's)

Closing Date for Applications Wednesday 23 October 2019

JOB DESCRIPTION

Job Designation	Grounds Maintenance Operative (Bursledon Parish Council)
Salary	£17,364 to £19,554 Grade 1 to 7
Location	The Pavilion, Long Lane Recreation Ground, Bursledon and Council lands and properties
Reports to	Senior Grounds Operative
Line Manager	Parish Clerk

Main Purpose of Job	To ensure a safe and appropriate maintenance of the council's land and facilities promoting good environmental practice throughout.
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Main Duties and Responsibilities

1. Undertake duties as required within a work programme that ensure the Council lands and property are suitable for public access and enjoyment. (A detailed schedule of work is attached)
2. Working as part of a team to ensure the maintenance schedule is implemented as per seasonal requirements.
3. Tasks will include use of appropriate machinery / equipment commensurate with the maintenance of the open spaces e.g. strimmer's, mowers, hedge cutters, chain saws etc
4. Maintain and prepare the football pitches, cricket pitch and tennis courts for hire.
5. To inspect and maintain play and amenity areas,
6. Undertake necessary training as required to operate machinery / equipment.
7. Responsible for ensuring personal protective equipment is used as required & adequate for purpose.
8. Required to drive the Councils vehicles both on and off site to transport equipment and goods.
9. Undertake maintenance tasks within the Council land and properties (and facilities) including minor repair work, painting, general maintenance to ensure a high standard of public service is always provided.
10. To promote environmental good practice by taking positive steps to minimise damage to the environment and disturbance to habitats.
11. To carry out regular daily duties including tasks such as litter picking, cleaning and emptying bins.
12. To carry out safety inspections of the open spaces and play areas to ensure public access is safe and take corrective action as necessary where appropriate.
13. To record incidents / accidents which may occur on Council areas and follow the relevant policy.
14. Assist with the staging of events on Council land including setting up and dismantling of equipment and stewarding as necessary.

15. Undertake training as required.
16. To work evenings and weekends in line with the business needs of the Council.
17. To work outdoors in inclement weather
18. Undertake duties as required by the Parish Clerk commensurate with the grade of the post.

Other Requirements:

The hours of work will be 37 hours per week, working 7.5 hours per day Monday to Thursday, 7 Hours on a Friday.

You may be required to work weekends and out of hours for emergencies or other Council activities including providing holiday and sick leave cover.

The post is of a physically demanding nature for which manual handling assessments will be completed. The post holder must be able to undertake such physical tasks as indicated within this job description.

As a normal part of your job, you will be expected to routinely undertake corporate activities on behalf of the Council. This will include undertaking corporate roles and project work, if it is appropriate to the grade of the post

You will be expected to undertake any training and development appropriate to the current and future needs of the post.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

Health & Safety at Work

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

Equal Opportunities

Bursledon Parish Council is an Equal Opportunities Employer and has equal opportunities policies with which you are always expected to comply. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Employees of Bursledon Parish Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Bursledon Parish Council

Schedule of Works

This schedule of works is indicative only of the type and range of responsibilities and functions attached to the post.

It is not a definitive list and maybe amended, in consultation with the post holder, at any time in the future.

- To work under the general direction of the Clerk/Assistant Clerk to carry out the programme of works as designated by the Council.
- To work 37 hours per week, normally Monday to Friday, but to include some weekend work at other times as will be agreed with the Clerk/Assistant Clerk.
- To cover for the Part Time Groundsman in his absence, subject to the limitation of agreed working hours, such duties to include the following:

Allotments

At least once monthly - to ensure that all allotment plots are checked to ensure they are well maintained and that tenants are cultivating their plots and keeping them in good order in accordance with the terms of their Tenancy Agreements and that any incidents arising are reported to the Clerk/Assistant Clerk immediately for action; to also check that hedges, general open areas and pathways remain stumped/cut and ensure that all boundary fences are kept well maintained.

Bursledon Station Woods/ Land at Peewit Hill

Once monthly - to check for tree safety to neighbouring properties, paths and members of the public; to ensure boundaries/fences remain in a good state of repair and to litter pick the area.

At least once annually - to carry out woodland clearance in accordance with guidance to be given.

Cemeteries

Regularly – to ensure that bins are regularly emptied (including the compost bin); to mark up any grave plots for the grave diggers and ensure that reserved plots are identified and to affix any plaques to the memorial wall; to ensure that grass remains cut and to ensure that grave plots are kept in a tidy condition with dead flowers being removed and memorial stones being safety checked and any incidents reported to the Clerk/Assistant Clerk immediately for action; to ensure that all benches/gates/paths are cleaned and maintained. To fill any rabbit holes etc. as they arise to ensure public safety.

At least six monthly – to maintain the car park by keeping hedges trimmed/cut hard back, low hanging branches lopped, and the car park ground edging maintained to ensure maximum parking space. To check for fly tipping and remove or report to Clerk/Assistant Clerk immediately for action.

Annually (or more regularly if required) – to ensure that all internal cemetery hedges and the hearse access road are cut and well maintained and to ensure that all benches, fences and the Cemetery sign are stained.

Footpaths – (at the request of the Clerk/Assistant Clerk) to make remedial repairs to footpath surfaces and drains and to cut back hedges that have become overgrown on Council land.

Gt Down Park and Car Park

Daily –to inspect the car park and ensure that any litter, vandalism or fly tipping are removed or reported to the Clerk/Assistant Clerk for action – bins to be emptied as required. Drains to be checked for blockages on a regular basis, to ensure that the car park surface remains well drained during wet spells and to ensure that the car park surface remains free of damage and potholes to ensure public safety. To inspect the park and litter pick and fill any rabbit holes etc. (as required) to ensure that the grass surface remains safe for users.

Weekly (during the growing season) - to ensure that the grass remains cut.

Annually (or as required) in the park and car park - to ensure that any fences and benches are maintained in a good state of repair and are stained and that all hedges remain well cut.

Highways & Footways

During bad weather conditions to carry out gritting to miscellaneous public as directed by the Parish Clerk.

Hungerford Bottom Nature Reserve

Monthly – to check the nature reserve and ensure that any litter, vandalism or fly tipping are removed or reported to the Clerk/Assistant Clerk for action. To ensure that the mown pathways up through the centre of the park and out around the outside of the park remain cut.

Annually – to strum one quarter of the park (in rotation) and remove grass trimmings. To ensure that small ponds at the entrance of the park remain cleared.

Lands' End Hard

Monthly - to litter pick the area and to ensure that the benches remain in a good state of repair.

Lionheart Way Ecology Park

Weekly – to inspect the park, pond, hedges, trees and paths for safety to the public and neighbouring properties. To litter pick the park and pond and check for fly tipping and remove or report to the Clerk/Assistant Clerk for action.

Annually - to ensure that the pond is maintained and one third of the pond cleared (in rotation) with vegetation being placed on the bank for two weeks (to protect the wildlife) – groundsmen to work in pairs and ensure their own safety and that of the public. To ensure that fences are kept in a good state of repair and stained. To cut the grass meadow remove grass cuttings. To ensure that the pathways are strimmed back to allow good access.

Long Lane Recreation Ground, Pavilion, Tennis Courts, Play Area & Exercise Equipment

Daily – to inspect the play areas and adult exercise equipment to ensure that the play/exercise equipment/playground surfaces/fences/gates are safe for use by the public. To remove any litter (especially broken glass), vandalism and fly tipping or report to the Clerk/Assistant Clerk for action. To check that the tennis court surface and nets are kept in a good state of repair.

As required – to prepare the football/cricket pitch for matches and ensure that football/ cricket pitch line markings are in place throughout the relevant season. To ensure that the Pavilion remains clean and in a good state of repair and free from vandalism and that so far as possible the Pavilion is safe for use by members of the public.

Weekly – (during the growing season or as required at other times) to ensure that the grass is kept cut. Weekly/Monthly – to carry out Legionnaires Testing in accordance with the Legionnaires Testing Procedural Notes

Annually (or as required) – to ensure that the hedges remain cut and that the Pavilion, all the benches, bins, fences, gates and the car park barrier remain in a good state of repair and are stained/painted each year.

Tool Shed

Regularly – to check, maintain and operate all tools, equipment, machinery and safety equipment and ensure that these remain in a good state of repair. To notify the Clerk/Assistant Clerk of any matters arising that require further action.

NB. GROUNDSMEN TO USE AND WEAR THE RELEVANT PERSONAL PROTECTIVE EQUIPMENT (PPE) IN ACCORDANCE WITH THE MANUFACTURER'S GUIDANCE/INSTRUCTIONS, WHEN USING ANY TOOLS, EQUIPMENT AND MACHINERY.

Annually – to update and provide to the Clerk/Assistant Clerk a Tool Shed Inventory.

Mausoleum

Monthly – to ensure that the mausoleum building is kept cleared out of leaves and debris and that the mausoleum exterior open space is kept strimmed and weed free and hedges are cut.

Annually - to ensure that the bench is kept in a good state of repair and the views are maintained by regularly reducing the hedge height directly in front of the bench. Where possible to ensure that the fence is kept in a good state of repair and stained - NB replacement of the fence was referred to Council in 2010, but they opted not to take any action at that time.

Pilands Wood Play Areas & Open Spaces

Daily - to inspect the play facilities to litter pick and ensure that the play equipment/skate ramp/playground surfaces/fences/gates are safe for use by the public. To empty the bins as required and remove any vandalism or fly tipping or report to the Clerk/Assistant Clerk for action. Offensive graffiti to be painted out immediately it occurs.

Weekly (during the growing season) or as required – to cut the grass inside the play areas and ensure it always remains well maintained.

Pocket Park

Monthly – to ensure that the grass and ground cover remain cut.

Annually – to ensure that the hedges are cut, and the bench and wooden platform remain in a good state of repair for safe use by members of the public and are stained.

King George V Recreation Grounds and Play Areas

Daily – to inspect the play areas to ensure that the play/exercise equipment/playground surfaces/fences/gates are safe for use by the public. To remove any litter (especially broken glass), vandalism and fly tipping or report to the Clerk/Assistant Clerk for action.

As required – to prepare the football/cricket pitch for matches and ensure that football/ cricket pitch line markings are in place throughout the relevant season. To ensure that the Pavilion remains clean and in a good state of repair and free from vandalism and that so far as possible the Pavilion is safe for use by members of the public.

Weekly – (during the growing season or as required at other times) to ensure that the grass is kept cut. Weekly/Monthly – to carry out Legionnaires Testing in accordance with the Legionnaires Testing Procedural Notes

Annually (or as required) – to ensure that the hedges remain cut and that the Pavilion, all the benches, bins, fences, gates and the car park barrier remain in a good state of repair and are stained/painted each year.

Viewpoint (when relocated)

Monthly – to ensure that the grass and hedges remain cut and that the benches/fences and interpretation board remain in a good state of repair.

Miscellaneous matters:

- 1) At all times to observe best Health and Safety at work practices.
- 2) To work on his/her own initiative, unless given specific instructions by the Clerk/Assistant Clerk to carry out work required by the Council or resulting from emergencies.
- 3) To keep and maintain effective liaison with the Clerk/Assistant Clerk and keep a weekly time sheet of date, work/task achieved, time spent and a record of expenses etc. Copies to be deposited with the Clerk on a weekly basis on the Monday of each week.
- 4) To maintain good public relations and encourage the public to respect and to value Parish Council land whenever the occasion arises.
- 5) To ensure that all Parish Council land, its facilities and its boundaries are always maintained to an acceptable standard and that any bins are regularly emptied.
- 6) To open/close Parish Council facility gates each day when the need arises.
- 7) To ensure that all Parish Council notice boards are well maintained and refurbished.
- 8) To carry out any reasonable tasks that the council may require from time to time.
- 9) To always to carry out the lawful instructions of the Council and to maintain confidentiality concerning the practice and business of the Council.

To attend and take part in relevant training courses as the Council may reasonably require, the fees for such course being met by the Council.

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Person Specification

JOB Title: Ground Maintenance Operative		Grade: £17,364 to £19,554 SCP1 to 7		
Category	Essential	Desirable	weight	Assessment method
Physical Make Up	Capable of carrying out all the physical duties of the post with reasonable adjustment if necessary		3	Application form, interview & References
Skills & Abilities	Good oral, literacy and numeracy skills		3	Application form & interview
	Basic IT skills and knowledge		3	Interview
	Good time management skills.		3	Interview
	Ability to work with others and without supervision.		3	Interview
	Ability to respond to occasional out of hour emergencies and work some weekends.		3	Interview
	Ability to prioritise own workload		3	Interview
	Ability to remain calm and focussed under pressure		3	Interview
	Hard working and tidy with attention to quality and detail.		3	Interview
Knowledge & experience	Understanding of health & safety at work & ability to work safely		3	Application form, interview & certificates
	Ability to undertake Risk assessments		3	Application form, interview & certificates
		Knowledge of Legionella legislation	1	Application form, interview & certificates
		Experience of pitch maintenance including marking up pitches	3	Application form, interview & certificates
		A good knowledge of sports ground maintenance	3	Application form, interview & certificates
	A competent machinery operator, to operate & maintain grass cutting & other mechanised equipment (preferably	LANTRA – Use of ride- on mowers LANTRA Brush cutter use and Maintenance	2	Application form, interview & certificates

	NPTC or LANTRA certification)			
		Manage a pre-planned maintenance of plant, vehicles & equipment	2	Application form
		Inspection of Play Equipment (recognised certificate of competence ROSPA)	2	Application form & certificates

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Person Specification

Category	Essential	Desirable	weight	Assessment method
		A Knowledge of tree management requirements	2	Application form & interview
		A Knowledge of biodiversity	1	Application form & interview
Qualifications and Training	Possess a suitable qualification in grounds keeping or Amenity Horticulture (City and Guilds or NQV level 2 or above), or similar or be able to demonstrate at least 5 years relevant experience.		3	Application form, interview & certificates
	NPTC Certificate PA1 and PA6 including plant, pest and disease identification.		3	Application form, interview & certificates
		Possess a CS30, CS31 NPTC – Chainsaw or similar	2	Application form, interview & certificates
		Possess First Aid certificate (First Responder)	1	Application form, interview & certificates
Other Requirements				
	Full Driving Licence	Qualification to tow a trailer	3	Application form, interview & certificates
	In order to comply with the Parish Councils safeguarding policy you will be required to have a DBS check.		3	Application form and interview.
Personal Qualities	Friendly, approachable and presentable manner, with the ability to communicate effectively with people at all levels		3	Application form & interview
	A flexible and enthusiastic approach to all matters		3	Application form & interview

	Enjoy sports grounds maintenance in all weathers, and capable of prioritising to suit predicted weather conditions		3	Application form & interview
	A willingness to undertake training		3	Application form & interview

Weight scale*	3 High Impact (essential only)	2 Medium Impact (Essential or desirable)	1 Low impact (desirable only)
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Application Form

The Parish Council Office
The Lowford Centre
Portsmouth Road
Bursledon
Hants
SO31 8ES
020480407535
clerk@bursledon-pc.gov.uk
www.bursledon-pc.gov.uk

PRIVATE AND CONFIDENTIAL

Please complete this form in full and return it in a sealed envelope to the address above or email it to clerk@bursledon-pc.gov.uk

Position applied for:		Closing Date:
Title	First Names:	Last Names:
Address:		Telephone: - home:
		Telephone: - mobile:
		Telephone: - work:
Post Code:	Personal email:	

Employment Record: Please list current and all previous employments starting with your present or more recent position and include any voluntary roles you have undertaken. Please continue on a separate sheet if necessary

Date From/To	Position Held/Duties	Name & Address of Employer	Reason for Leaving

Education – please list school, colleges and universities attended from secondary school onwards. Please continue on a separate sheet if necessary

Date From/To	Name of school, colleges and universities	Qualification Gained /Grades

Training- please list all trade and professional training and qualification, Government training schemes, apprenticeships, courses and secondments. YOU WILL BE REQUIRED TO PRODUCE ORIGINALS OF ALL CERTIFICATES IF CALLED FOR INTERVIEW. Please continue on a separate sheet if necessary

Date	Organisation	Course Title

Membership of Professional Institutes – please list all memberships

Year of Award	Level of membership	Institute

Interests – please give details of any outside interests or other information which you feel will support your application. Please continue on a separate sheet if necessary.

Supporting Statement – please give your reasons for applying for this position. Include details of any experience you have which would enable you to carry out this role. This is your opportunity to explain how you meet the requirements of the Job Description and Person Specification. Please continue on a separate sheet if necessary

References – please give the names and addresses of two referees. Referee 1 should be your present or last employer if possible.

Referee 1	Referee 2
Name and relationship to you e.g. manager	Name and relationship to you e.g. manager
Business Name/Organisation	Business Name/Organisation
Address and email	Address and email
Contact Telephone Number:	Contact Telephone Number:
<i>Can we contact this referee prior to interview YES/NO</i>	<i>Can we contact this referee prior to interview YES/NO</i>

References will be obtained and authenticated if you are shortlisted for interview unless you request otherwise.

Asylum and Immigration Act 1996

It is an offence to employ anyone whose migration status prevents them from working in the UK. The Parish Council has an obligation under the Asylum and Immigration Act. Please confirm below whether, if selected for appointment, you will be able to provide a relevant document E.G. birth certificate, passport to meet this obligation prior to commencing any employment offered.

YES/NO

If NO, please explain:

Rehabilitation of Offenders Act 1974

Have you been convicted of any criminal offence that has not yet been spent? YES/NO

If YES, please give details of conviction(s) and date(s)

DBS (Disclosure & Barring) Checked

Have you been DBS Checked? YES/NO

If YES what level of DBS Check have you undertaken?

Have you subscribed to the DBS Update service? YES/NO

Special Requirements

Do you require any special arrangements to be made for your [interview/assessment test] on account of a disability?

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010: YES/NO

If YES, please give details

Do you have a health condition that affects your ability to lift items over 25kg in weight, using commercial grade machinery for grounds maintenance, after taking into account special arrangements that could be made to overcome your difficulty with the manual work of an assistant ground's maintenance operative?

YES/ NO

If "yes", please give brief details of the effects of your health condition on your ability to [insert requirements of the job]:

Driving

This position requires the applicant to hold a Full UK Driving Licence.

Do you have a full driving licence? YES/NO

Do you have any current endorsements? YES/NO

If yes, please give details:

Declaration

I declare that all the foregoing details in this application are true to the best of my knowledge. I understand that if I knowingly provide false or withhold material information or canvassed a Councillor or Officer of the Council in support of my application, I may be dismissed from any post gained as a result. *(if emailed, the email submission will be treated as you are signing the declaration.)*

Signed..... Date.....

Data Protection Privacy Notice

A copy of the Data Protection Privacy Notice for Applicants is attached for you information.

Privacy Notice for Job Applicants

Data controller: Bursledon Parish Council
The Parish Council Offices
The Lowford Community Centre
Portsmouth Road
Bursledon
Hampshire
SO31 8ES

Data protection officer: Roland Potter (Parish Clerk) 02380 407535

As part of any recruitment process, the organisation collects and processes personal data, including some special category data, relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects a range of information about you. This includes

- your name, address and contact details,
- including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.]

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment [including online tests].

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, and information from criminal records checks. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of job applicants, employees or workers and has concluded that they are not.]

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment/comply with a regulatory requirement to establish whether or not an individual has committed an unlawful act or been involved in dishonesty or other improper conduct.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied. It will be retained for a period of six (6) months for the purposes of defending any potential legal claims after which it will be destroyed.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment panel, short listers and interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, the Disclosure and Barring Service to obtain necessary criminal records checks, Sage for the purpose of setting you up on payroll, and Hampshire County Council for the purpose of enrolling you in the Local Government Pensions Fund. The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties e.g., personnel records.]

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Roland Potter (Parish Clerk) at clerk@bursledon-pc.gov.uk or Bursledon Parish Council, The Lowford Centre, Portsmouth Road, Bursledon, Hants SO31 8ES [You can make a subject access request by completing the organisation's [form for making a subject access request.](#)]

If you believe that the organisation has not complied with your data protection rights, you can complain to the [Information Commissioner](#).

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.