



Crowthorne Parish Council Data Protection Privacy Notice

Crowthorne Parish Council is committed to protecting the personal data it holds in line with the provisions of the General Data Protection Regulations, and holds personal data securely, and for the minimum period necessary.

Crowthorne Parish Council holds under statute details of Councillors/Members, which is used for the purpose of advising Councillors of meetings and other administrative business, paying expenses, and passing on correspondence from residents and enquirers. It is updated when the Council is re-elected. Some information about Councillors is available on the Parish Council's website. There is a statutory requirement to publicise a Register of Interests, and hold a Register of Gifts for Councillors/Members, this information is collected from Councillors/Members and kept updated.

Crowthorne Parish Council holds employment details including salary and pension information for all its current employees, and for past employees as required. This information is held and retained under statutory provisions and in accordance with statutory timescales.

Crowthorne Parish Council may at times hold contact details for organisations or individuals working with, providing services to, or contracted to the Parish Council, or attending Parish/Town Council events. This information will be held solely for this purpose, but the contact details may need to be retained for financial accounting purposes or contractual purposes in accordance with statutory timescales (normally six years).

Crowthorne Parish Council may retain correspondence with speakers, donors, residents, enquirers and other individuals who contact or are contacted by the Parish Council in connection with the Parish Council's statutory role. Such correspondence will only be retained for the working life of the information, and in general, not beyond a year. Correspondents should be aware that correspondence may be shared, where appropriate, with Councillors, or with advisory parties such as the Berkshire Association of Local Councils (BALC) and its consultants, or staff within the District Council.

Where minutes and reports, or other similar documents contain personal names, this information is retained for archival purposes as part of the formal records of Crowthorne Parish Council. The minimal amount of information required is recorded in such cases.

Individuals have the right to ask to see the information we hold about you and may object to how your personal information is used, or ask that personal information about you is deleted.

The Data Controller for Crowthorne Parish Council is the Council. If you have an enquiry regarding personal data held by the Parish/Town Council, please contact the Clerk at:

Address: The Clerk
Crowthorne Parish Council
The Morgan Centre
Wellington Road
Crowthorne
Berkshire
RG45 7LD

Email: clerk@crowthornepc.org.uk
Phone: 01344 771251
Website: <http://www.crowthornepc.org.uk/index.html>