

WHITCHURCH AND GANAREW GROUP PARISH COUNCIL

DATA PROTECTION

INFORMATION AUDIT AND RETENTION SCHEDULE

What personal data do we hold ?

The Parish Council hold the email address contacts of some residents in order to circulate to them the Parish Council Newsnotes describing recent activities.

The information was given in writing and agreement given with the understanding it would be held for the above purpose.

No other information is held.

Where did we get it from ?

Please see the reference above.

Do we have a valid reason for having this information ?

Yes. It is the means to circulate the Parish Council activities to those residents interested in receiving this information.

Who do we share this information with ?

The information is held only for the purpose of distributing the Parish Council Newsnotes and is not shared or given to any other person or agency.

How long is this information held ?

The information is held for as long as the person / resident wishes to receive the information Newsnotes.

Should the person / resident no longer wish to receive the Newsnotes then they should contact the Clerk in writing sec@wagpc.org.uk and their details will be deleted from the data base.

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