

**STONELEIGH AND ASHOW
JOINT PARISH COUNCIL**

Register of processing activities

What information do we collect and what information are we supplied with?

When you contact us, we create a record in your name. To that record we add information that you give us. We keep records when you contact us. We collect and use information about councillors and employees. Information could include:

- Name
- Address
- Email address
- Date of birth
- Telephone number
- Images
- Work history (For example CVs for a job application)

We are supplied with a copy of the register of electors by the district council.

How do we use your information?

We use your personal information in the following ways

- To process enquiries and applications (for example, about allotments or burial plots).
- To provide services to residents including sending you information about current and future services. This includes mailing lists for newsletters, agendas or minutes.
- To allow other organisations to provide services to residents.
- To carry out market research to help us plan and improve our services. We may contact you ourselves or ask outside research agencies to do so on our behalf. This might be done as part of preparing a Community Plan (or Neighbourhood Plan) if we carry out a survey to find out what the community thinks.
- To produce aggregated statistical information, including data for monitoring equality of opportunity.
- To collect or process payments

Who do we hold data about?

Staff, volunteers, temporary workers, councillors, customers / suppliers, members of the public.

How long do we keep data?

Please see the Parish Council Data Retention Policy, on the Parish Council website.

If the data does not need to be kept, it will be confidentially destroyed once it no longer serves the purpose for which it was collected.

We will publish on our website any changes we make to our data protection/information management policies and notify you by other communication channels where appropriate.

Where you exercise your right to removal of your personal data, we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in future. We may also need to retain some financial records about you for statutory purposes (e.g. anti-fraud and accounting matters). The 'right to be forgotten' is a qualified right and the public interest test will always be applied when a request for deletion of personal data is made.