

## **LAWSHALL PARISH COUNCIL**

### **General Data Protection Regulations.**

The parish council have fairly limited Data Protection activities.

Therefore, we have to be clear about five “Ws” about the data we hold.

1. Why – What is the purpose of the data we hold?
2. Who – Whose data is being held?
3. What – What data is being held?
4. Where is the data held?
5. When – How long is the data held?

Answers.

2. 3. and 4. The names, addresses, telephone numbers and e-mail addresses of the parish councillors and our district and county councillors are held by the clerk on her computer and on hard copy.

1. The data is held to enable the clerk to contact the councillors regarding meetings and the exchange of information to the councillors.

5. The data is held if the person remains a member of the Parish Council.

We have no volunteers or employees (other than the proper officer of the council) The Parish Clerk.

The privacy notice will be presented to the council at their meeting on Tuesday 12<sup>th</sup> June, 2018 for their approval.

The undersigned are members of the Parish Council and are aware of the privacy notice.

This notice was approved and accepted by the Councillors at the P.C. meeting on the 12<sup>th</sup> June 2018 and has been signed by the Councillors.

The signed copy will be kept securely by the Clerk.