

MARSTOW PARISH COUNCIL

DATA PROTECTION

INFORMATION AUDIT AND RETENTION SCHEDULE

What personal data do we hold ?

No information or contact details of residents are held by the Parish Council.
Should contact details / information through correspondence be obtained for a specific reason then agreement in writing would be obtained from that resident.
Once the matter has been dealt with then all details / information is deleted or destroyed.
Please also refer to the review as to how the Parish Council operates.

Where did we get it from ?

Please see the reference above.

Do we have a valid reason for having this information ?

The contact detail and correspondence is the result of a resident contacting the Council.
Once the matter has been dealt with then the correspondence is deleted or destroyed.

Who do we share this information with ?

In order for Council members to consider the matter and prepare themselves for a meeting then the correspondence is normally circulated to all Council members.
This is only done with the agreement of the resident.
Please also see the review as to how the Parish Council operates.

How long is this information held ?

Once the matter / correspondence has been dealt with then the information is destroyed.

April 2018