



Stratfield Mortimer Parish Council

Data Protection Privacy Notice

Stratfield Mortimer Parish Council (SMPC) 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.

SMPC holds under statute details of councillors, 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, this information is collected from councillors and kept updated.

SMPC 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.

SMPC may at times hold contact details for organisations or individuals working with, providing services for or contracted to the Council, hiring assets from the Council or attending Council events. This information will be held solely for this purpose, but the contact details may need to be retained for financial accounting or contractual purposes in accordance with statutory timescales (normally six years from the relevant year of audit).

SMPC may retain correspondence with speakers, donors, residents, enquirers and other individuals who contact or are contacted by SMPC 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.

SMPC holds contact details for individuals with regards to the Council's cemetery and burial records. This information will be retained for the duration of the 50-year period of the Exclusive Right of Burial.

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 SMPC. The minimal amount of information required is recorded in such cases.

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

A separate Privacy Notice regarding the personal data obtained when individuals access the Parish Council's website can be found at <https://www.stratfield-mortimer.gov.uk/website/privacy>

The Data Controller for SMPC is the Council. If you have an enquiry regarding personal data held by the Parish Council, please contact the Clerk at:
Address: 27 Victoria Road, Mortimer, READING RG7 3SH
Email: the.clerk@stratfield-mortimer.gov.uk
Phone: 0118 9331955