

Alrewas Parish Council

General Data Protection Regulations

Alrewas Parish Council GDPR Personal Information Register

1 Purpose

The Purpose of this Register is to set out what personal information is retained by the Council, the basis for collection and the purpose for which it is used. This Register will be published on the Council's website. Retention of data is set out in the Retention Schedule.

Reapproved May 2021

Data description	Source and consents	Held by and format	Shared with	Comments
Councillors' contact details	Councillors – legal requirement	Parish Clerk – paper and electronic, and on website	Lichfield District Council and on website	
Councillors' register of interests	Councillors – legal requirement	Parish Clerk – paper and electronic, and on website	Lichfield District Council and on website	
Parish council employee's information	Parish Clerk – legal information	Parish Clerk, Chair of the Council on request, Accounts Officer, Internal Auditor	Tax authorities SCC as required LDC as required	
Parish Council contractors' information	Parish Clerk – legal information	Parish Clerk, Chair of the Council on request, Accounts Officer, Internal Auditor		
Residents' e mail addresses and other contact details	Residents, voluntarily given when contacting Council	Parish Clerk and councillors	Parish Clerk and councillors and other bodies as required e.g. LDC, SCC, government agencies (environment agency, Natural England etc), other organisations e.g. developers	

Approved March 2019, reviewed April 2020, reviewed March 2021 , reapproved May 2021

Planning application information	Applicant and or LDC Planning department – legal requirement	Parish Clerk electronic and paper	Parish Clerk, Councillors, members of the public attending meetings. Information is publicly available via the LDC Planning Portal	
Business contacts emails	Contacts, voluntarily provided	Parish Clerk and councillors	Parish Clerk and councillors and may be made available in meetings papers to members of the public attending a meeting	
Representatives of local organisations contact details	Representatives, voluntarily given when contacting council	Parish Clerk and councillors	Parish Clerk and councillors and other bodies as required e.g. LDC, SCC, government agencies (environment agency, Natural England etc), other organisations e.g. developers	

KEY:

LDC Lichfield District Council
 SCC Staffordshire County Council
 The Council Alrewas Parish Council

Approved March 2019, reviewed April 2020, reviewed March 2021