

SHAWBURY PARISH COUNCIL

Sole Traders Privacy Policy:

Your personal information is being processed by Shawbury Parish Council and the Council is devoted to managing personal information in line with current legislation and best practice and includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat the information in accordance with our privacy policy.

Description of processing:

The following is a broad description of the way this council processes information related to 'sole traders' contracted to carry out work for the Parish Council.

Reasons for processing information:

We may process personal information to enable us to deal effectively with issues raised in any correspondence with you.

- *To enable the Council to issue contracts and orders.
- *To enable the payment of invoices for work carried out.

Type of information processed:

This information may include:

- *Information regarding the person supplying any correspondence.
- * Personal details- such as name, address and other contact details.
- * Information included in any correspondence.
- * What the information processed is about.

We do not need to process sensitive classes of information.

Who the information may be shared with:

We may need to share this information with a third party and these may include

- *Elected Parish and Shropshire Councillors
- * Co-opted Members of the Council
- * Local Council and Government Departments
- * VAT Officers
- * Regulatory Authorities and Enforcement agencies

Retention Period:

Details will be kept as shown in the Council's Retention Policy..

Privacy and Retention Policies:

Details of these policies may be found on the Council's web site – www.shawbury-pc.gov.uk or obtained from the Parish Clerk – shawburypcclerk@talktalk.net or by post at 6, Primrose Drive, Shrewsbury, SY3 7TP.

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires the Data Protection Officer – peter@dmpayrollservices.co.uk.

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date: