

**DRAYTON BASSETT PARISH COUNCIL
COUNCILLORS and RESIDENTS DATA PRIVACY and PROTECTION POLICY**

This policy defines what information the Council holds on Parish Councillors and how that information is used and stored

Councillor's data will be collected at the time of election or co-option. The following information will be collected:-

- i) Name of Councillor, postal address, phone numbers, email address and social media contact accounts
- ii) Information shared by Councillors on the Disclosable Pecuniary Interest Form
- iii) Email addresses of residents who request to receive an electronic copy of village newsletter
- iv) Persons applying for a Grant from Parish Council

All personal information is held by the Clerk in both electronic and hard copy form

Councillors' contact details are published on Parish Council's website and on the Annual Report

Copies of Disclosable Pecuniary Interest Forms are published on Lichfield District Council's website

Councillors may request non statutory data to be removed

Councillors' data will be disposed of when a person ceases to be a councillor, also any residents' data will be removed upon request from resident

The Councillors and Residents Data Privacy and Protection Policy was adopted by Full Council