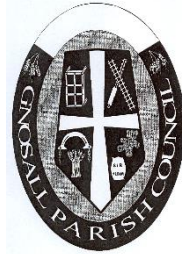




GNOSALL PARISH COUNCIL

(Including the Wards of Moreton and Knightley)

Clerk to the Council:
Miss J Cooper
The Grosvenor Centre, High Street,
Gnosall, Stafford ST20 0EX



Tel: 01785 822685
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Supplier/Contractor Data Privacy and Protection Policy

This policy defines what information Gnosall Parish Council holds and how this information is stored.

What data does Gnosall Parish Council collect and store?

Data will be collected at the time when a supplier or contractor is first requested or used to provide goods or services to the Council. The following information may be collected:

Name of supplier/contractor, company address, phone numbers, E-mail address, bank account details and VAT registration details where the company is VAT registered.

How will Gnosall Parish Council Store Data?

All information is held by the Council in both electronic form and hard copy.

How will Gnosall Parish Council process data and who can see it?

Company/Supplier details are retained to allow for communication when enquiring about or purchasing goods or services and for making payment for goods or services provided. The details are available to view by Council Officers, Parish Councillors and the Council's internal and external auditors.

Who will Gnosall Parish Council share your information with?

Contact details may be shared by the Council with other local authorities should enquires be made about goods/services. Bank account details will not be shared.

When will Gnosall Parish Council dispose of your data?

Quotations, tenders, invoices and paid cheques will be retained for a period of 6 years.

After 6 years, these documents will be destroyed in a secure way.

Contract documents will be held in perpetuity.