

# MISTLEY PARISH COUNCIL

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Dear Contractor

## **General Data Protection 2018 – Personal Data – Mistley Parish Council – Contents of Information Notice – Lawful Processing – Contractor Work undertaken for the Council**

I am writing to you to let you know about the data that the Parish Council holds about you as one of the Council's contractors. The Parish Council is the Data Controller.

The Parish Council fully adheres to the General Data Protection Regulation (GDPR) 2018. The Council also believes that protecting personal/business information is very important.

The processing of your personal/business data is necessary for the purposes or exercising obligations or the rights of the Data Controller (Mistley Parish Council), under the terms of the contract/or work that you undertake for the Council. The information that the Council holds for you/your business includes your address, telephone number, email address, and if you have opted to have payments made by bank transfer; the name of your banker, the bank account name, the sort code and the bank account number.

Legally, I have to advise you that you can withdraw your consent at any time. However, by doing this it would make it very difficult for the Parish Council to pay for your contractual services. Anyone has the right to ask for a copy of the information held by the Council in its records about them. They also have the right to request any correction of inaccuracies in the Council's information. Any breaches of the GDPR must be reported to the Council within 72 hours of the breach. The Council will only report the alleged breach to the individual/s concerned if there is a potential high risk' breach. (i.e. if actual damage could be caused, reputational or otherwise).

Thank you for your co-operation. Please contact me if you have any queries.

Many thanks.

Kind regards.

Susan Clements  
**Clerk to the Council**