

Ledbury Town Council Lawful basis for holding information



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Circulation List:

This document details the lawful basis for holding each category of data we hold?

Type of Data	Lawful basis
Charter Market	
Names and addresses and telephone numbers of stall holders	Contract
Cemetery	
Details of the location, Names and dates of birth of those interred	Legal obligation
Contact information for relatives of those buried	Legal Obligation
Staff	
Names, bank details, national insurance details, etc	Legal obligation, (contract)
Sensitive staff information such as ethnicity	Legal obligation
Weddings	
Names addresses telephone nos and email	Contract
Contact lists for functions	
individuals in their own right, addresses, emails and also as representatives of local organisations for purposes of inviting to Community Celebration/ Civic Service and other Civic Occasions	Public Task
Councillors details	
Names and addresses, council email	Legal obligation
Telephone numbers and personal emails	Consent
Contractors	
The council keeps contact details for many firms and sole traders that it may enter into a business relationship with	Contract
Information about the public	
Correspondence received	Legal obligation, public task
Members of working parties	Public task
Electronic newsletter	Consent
Emergency contact	
Individuals volunteer to be the emergency contact for the offices	Consent