

Privacy Notice 'Mayoral Civic Team'

Who we are:

Mayoral Civic Team
Town Hall
St Ives Road
Maidenhead
Berks
SL6 1RF

Alison Singleton, Mayor's Secretary 01628 796223
Email alison.singleton@rbwm.gov.uk

Lawful basis for processing information:

Local Government Act; Local Democracy, Economic Development and Construction Act 2009

General Data Protection Regulation, Article 6(1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

How we collect information from you:

Personal data is supplied by service users and by completing the mayoral booking or protocol forms or in response to charitable appeals/activity coordinated by the Mayor's office.

Categories of information collected:

Name, address, email, telephone numbers, payments, financial information (expenditure and income) and organisation details.

How we use the information provided:

The information is kept on file so we are able to contact you regarding your own event (+ for press enquiries as explained in the protocol form).

Where you have consented, we use the information to let you know about our own mayoral and charitable events.

Who has access to the information about you:

Only staff in the mayoral office have access to the personal data collected.

Who we may share your information with:

The mayoral diary is circulated to the local press each week and other people that have an interest such as the local MPs. The diary commitments may be disclosed to internal colleagues if they need to know the whereabouts of the Mayor.

How long we store your information:

Personal information is held for a maximum of five years.