

GREAT WALDINGFIELD PARISH COUNCIL

GDPR letter to contractors

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Introduction

The letter below is to be sent, or linked from the website, to all new contractors.

Letter

GREAT WALDINGFIELD PARISH COUNCIL
Clerk to the Council Mark Freeman
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[date]

Dear Contractor

General Data Protection 2018 – Personal Data – Great Waldingfield Parish Council (GWPC) – 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 GWPC holds about you as one of the Council's contractors. The Parish Council is the Data Controller.

GWPC fully adheres to the General Data Protection Regulation (GDPR) 2018.

GWPC 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 (GWPC), 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 for bank transfers; the name of your banker, the bank account name, the sort code and the bank account number. For transactions involving village hall bookings a third party holds your data.

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 GWPC to pay for your contractual services. Anyone has the right to ask for a copy of the information held by GWPC in its records about them. They also have the right to request any correction of inaccuracies in GWPC's

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information. Any breaches of the GDPR must be reported to GWPC within 72 hours of the breach. GWPC 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.

Yours

Mark Freeman
Parish Clerk, GWPC

Version Control

Version	Editor	Date	Comments/Amendments	Approval
v1.1	MF	23 Oct 2026	Created by combining GWVHMC policy with GWPC policy. To be accepted by GWPC	GWPC

Review Body – GWPC. Reviewed annually and normally each May at the APCM.