

Privacy Notice Mayoral Civic Team

Who we are:

Mayoral Civic Team
Royal Borough of Windsor and Maidenhead
Town Hall
St Ives Road
Maidenhead
Berks
SL6 1RF

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

The lawful basis for processing the information:

Local Democracy, Economic Development and Construction Act 2009

How we collect information from you:

Personal data is supplied by service users and by completing the mayoral booking or protocol forms

What type of information is collected from you:

Name, address, email, telephone number and organisation details.

How we use the information you have 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:

We store your information until you ask for it to be removed.

Does your service utilise automated decision making? No