

## **Berkshire Association of Local Councils Data Protection Privacy Notice**

BALC is one of 38 county associations in England affiliated to the National Association of Local Councils (NALC). We support and advise town and parish councils in Berkshire. BALC is committed to protecting the personal data it holds in line with the provisions of the General Data Protection Regulations and holds personal data securely and for the minimum period necessary.

BALC holds a list of paid up member organisations (including names and contact addresses of Parish Clerks and other contacts within the Parishes) which is used to contact member organisations throughout the year to advise them of events, training, legislation and consultations, and to respond to enquiries. This information is updated every year by reference to the member organisations themselves.

BALC also holds a separate contact list of Executive Committee Members, which is used solely for the purpose of advising the Executive Committee of meetings and other administrative business. It is updated when the Executive Committee is re-elected at the AGM. Some information about Committee Members is available on BALC's website.

BALC may at times hold contact details for organisations or individuals working with, providing services to, or contracted to BALC, or attending BALC events or training sessions. This information will be held solely for this purpose, but the contact details may need to be retained for financial accounting purposes or contractual purposes in accordance with statutory timescales (normally six years).

BALC may retain correspondence with speakers, donors, enquirers and other individuals who contact or are contacted by BALC in connection with BALC's advisory role. Such correspondence will only be retained for the working life of the information, and in general, not beyond a year.

Where minutes and reports, or other similar documents contain personal names, this information is retained for archival purposes as part of the formal records of BALC. The minimal amount of information required is recorded in such cases.

The Data Controller for BALC is the Executive Committee. If you have an enquiry regarding personal data held by BALC, please contact the County Executive Officer, at Berkshire Association of Local Councils, Wyvols Court, Basingstoke Road, Swallowfield, Reading RG7 1WY,

Telephone 0118 9880 226

Email: [jayne.kirk@balc.org.uk](mailto:jayne.kirk@balc.org.uk)

Or use the contact form on the website to get in touch:

[http://www.balc.org.uk/Contact\\_Us\\_6077.aspx](http://www.balc.org.uk/Contact_Us_6077.aspx)