

Management Team

Including complaints, general correspondence, member enquires and charitable donation receipts.

The management team is the group of individuals that operate at the higher levels of Oadby and Wigston Borough Council and have day-to-day responsibility for managing other individuals and maintaining responsibility for key business functions. The process of contacting the management team and the information that is required is determined by statutory requirement and limitation law; however, the application of charitable donation receipts (Mayor's Charity) is determined by financial transaction management and national archive accounting records.

You need to be aware that when you submit documentation to the management team, the complaint, general correspondence, member enquiry, charitable donation receipts and any related documents or comments that you send to us are retained for a period of time.

The retention of all data that is provided to the 'Management' section will be determined by Oadby and Wigston Borough Council's retention policy. A copy of the retention schedule is available on the Council's website.

The information that you provide with the documentation for a management team member will be processed by Oadby and Wigston Council, which is the 'data controller' for the purposes of the Data Protection Act.

The information that you provide for the management team, including personal data, will be used to deal with your complaint, general correspondence, member enquiry or charitable donation receipt.

Information collected:

- Name
- Address
- DOB (only where necessary)
- Telephone number(s)
- Email addresses

Agencies we might share the information with:

- Police
- Health agencies
- Regulatory bodies
- Government bodies
- Legal representatives



- Other local and county Councils
- Press and the media
- Professional advisors
- Survey and research organisations
- Courts and Prisons
- Partner agencies

Purpose for processing:

- Service delivery
- Safety provision
- Evidence for court proceedings
- Fraud / prosecution purposes
- Legal compliance
- Development and improvements

Lawful basis for processing:

- Contract
- Legal Obligation

