

Lilford cum Wigsthorpe Thorpe Achurch Parish Council Data Map – adopted November 20th 2019

Council contact details	DPO contact details
Contact name: Nicki Phillips Contact address: 54 High Street, Ringstead, NN14 4DA Contact phone number: Contact email: parishcouncilforlwta@gmail.com	Contact name: Northants CALC Contact address: Unit 6, Litchborough Business Park, Litchborough, NN12 8JB Contact phone number: 01327 831482 Contact email: info@northantscalc.com

COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E	COLUMN F	COLUMN G	COLUMN H	COLUMN I
Information type	What personal information (data) is collected?	Category of individual	Where does the data go?	Where and how is the data stored?	What security measures do you use?	Why do you need the data? Processing purpose	Lawful basis for processing	How long do you retain the data
Information in								
Email in	Email address, persons' name, possible phone number and postal address	Resident/councillor/employee/contractor/other	To the intended recipient/council meeting	Email system/hard drive/filing cabinet/Clerk's mobile.	Password/PIN protected/no public access to office	Management	Public interest/legal obligation/contract	As long as necessary
Phone message	Persons' name and phone number	Resident/councillor/employee/contractor/other	To the intended recipient	Telephone system/written note	PIN on mob phone	Management	Public interest/legal obligation/contract	Until actioned
Phone call	Persons' name and phone number, possible email address	Resident/councillor/employee/contractor/other	To the intended recipient	Written notes	No public access to office	Management	Public interest/legal obligation/contract	Until actioned
Newsletters	Persons' name, phone number and possible email address	Resident/organisation/contractor	To the intended recipient/council meeting	Filing cabinet	No public access to office	Management	Public interest/contract	As long as necessary
Letters	Persons' name, postal address, possible email address, and phone number	Resident/councillor/employee/contractor/other	To the intended recipient/council meeting	Filing cabinet	No public access to office	Management	Public interest/legal obligation/contract	As long as necessary
Councillors acceptance of office forms	Persons' name and signature	Councillor	To clerk	Filing cabinet	No public access to office	Legal requirement	Legal obligation	Term of office
Councillors register of interests	Persons' name and postal address	Councillor	To clerk	Filing cabinet	No public access to office	Legal requirement	Legal obligation	Term of office
Councillor contact details	Persons' name, postal address, email address, and phone number	Councillor	To clerk	Filing cabinet	No public access to office	Legal requirement	Legal obligation	Term of office
Email service of agenda consent	Persons' name and email address	Councillor	To clerk	Filing cabinet	No public access to office	Legal requirement	Legal obligation	Term of office
Planning	Applicants name,	Resident/other	To clerk/council	Email/filing	Password/no public	Management	Public interest	As long as necessary

applications	address of site			cabinet/hard drive	access to office			
Photographs	Persons' name and postal address	Resident/councillor/employee/contractor/other	Website/newsletter/archive	Hard drive/filing cabinet	Password/no public access to office	Management	Consent	As long as necessary
Grant applications to the council	Persons' name, email address, postal address and bank details	Resident/organisation	To clerk and council	Hard drive/filing cabinet	Password/no public access to office	Management/financial	Public interest	3 years
Consent forms for data held	Persons' name, phone number, email address and postal address	Resident/councillor/employee/contractor/other	To clerk	Hard drive/filing cabinet	Password/no public access to office	Management	Legal obligation	As long as necessary
Records of consent	Persons' name, phone number, email address and postal address	Resident/councillor/employee/contractor/other	To clerk	Hard drive/filing cabinet	Password/no public access to office	Management	Legal obligation	As long as necessary
Freedom of Interest requests	Persons' name, phone number, email address and postal address	Resident/councillor/employee/contractor/other	To clerk and council	Hard drive/filing cabinet	Password/no public access to office	Management	Legal obligation	As long as necessary
Electoral Roll	Persons' name and postal address	Resident	To clerk	Hard drive/email	Password/no public access to office	Management	Legal obligation	As long as necessary
Training requests	Persons' name	Councillor/clerk	To clerk and council	Email system/hard drive/filing cabinet	Password/no public access to office	Management	Legal obligation	As long as necessary
Information out								
Email out	Persons' name, email address	Resident/councillor/employee/contractor/other	To the intended recipient	Email system/hard drive/filing cabinet	Password/no public access to office	Management	Public interest/legal obligation/contract/consent	As long as necessary
Council contact details	Persons' name, postal address and email address	Resident/councillor/employee/contractor/other	To the intended recipient	hard drive/filing cabinet/website	Password/no public access to office	Management	Public interest/contract	As long as necessary
Minutes	Persons' name	Clerk/councillor	To councillors/website/noticeboards	hard drive/filing cabinet/website	Password/no public access to office	Legal requirement	Public interest	Indefinitely
Councillors register of interests	Persons' name and postal address	Councillor	To Electoral Officer	hard drive/filing cabinet/website	Password/no public access to office	Legal requirement	Legal obligation	Term of Office
Bank mandate	Persons' name and signature	Clerk/councillor	To relevant bank	hard drive/filing cabinet	Password/no public access to office	Finance/Management	Legal obligation	As long as necessary
Grant request	Persons' name, email address, postal address, bank details	Clerk	To grant provided	hard drive/filing cabinet	Password/no public access to office	Finance/Management	Public interest/contract	3 years
Record of grants submissions	Organisations name	Organisations representative	To clerk/council	hard drive/filing cabinet	Password/no public access to office	Finance/Management	Public interest/contract	6 years
Training requests	Persons' name, email address and postal address	Clerk/councillor	To training provider	hard drive/filing cabinet	Password/no public access to office	Management	Contract	As long as necessary
Employment information								
Clerks payroll	Persons' name, postal	Clerk	HMRC	Hard drive/filing	Password/no public	Financial control	Legal obligation	3 years

	address, NI number possible bank details			cabinet	access to office			
Clerks employment contract	Persons' name, postal address,	Clerk	Clerk/chair	Hard drive/filing cabinet	Password/no public access to office	Contract	Contract	6 years
Clerks appraisals	Persons' name	Clerk	Clerk/chair	Hard drive/filing cabinet	Password/no public access to office	Contract	Contract	6 years
Insurance								
Contractors insurance documents	Persons' name, postal address and phone number	Contractor	To clerk	Hard drive/filing cabinet	Password/no public access to office	Contract	Legal obligation /contract/public interest	6 years
Accident Book	Persons' name, phone number and postal address	Resident/councillor/employee /contractor/other	To clerk and chair	Filing cabinet	no public access to office	Management	Legal obligation	3 years
Insurance policies/certificates	Persons' name, phone number, email address and postal address	Clerk	Clerk	Hard drive/filing cabinet	Password/no public access to office	Legal requirement	Legal obligation	6 years
Insurance claims records	Persons' name, phone number, email address and postal address	Clerk	Clerk	Hard drive/filing cabinet	Password/no public access to office	Legal requirement	Legal obligation	6 years
Workplace risk assessments	Persons' name, and relevant medical conditions	Employee	Clerk/councillors	Hard drive/filing cabinet	Password/no public access to office	Legal requirement	Legal obligation	3 years
Events risk assessments	Person's name and contact details	Resident/councillor/employee /contractor/other	Clerk/volunteers/councillors	Hard drive/filing cabinet	Password/no public access to office	Legal requirement	Legal obligation	3 years
Finance								
Invoices	Persons' name, email address, postal address and phone number, bank details	Contractor	To the intended recipient/council meeting	Email system/hard drive/filing cabinet	Password/no public access to office	Goods services received/financial control	Public interest/legal obligation/contract	6 years
Receipts and Payments accounts	Persons' name, postal address,	Clerk	Clerk/chair	Hard drive/filing cabinet	Password/no public access to office	Contract	Contract	6 years

Adopted: 12.11.2019

Reviewed annually