

EASTVILLE, MIDVILLE & NEW LEAKE GROUP PARISH COUNCIL – DATA MAP - 01 MAY 2018

Clerk: Mrs E L Arnold, Crookes Cottage, Wrangle Bank, PE22 9DL
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Data Protection Officer:

Information type	Personal information collected (data)	Category of individual	Where does data go?	Where and how is data stored	Security measures?	Why is data needed?	Lawful basis for processing	How long is data retained?
INFORMATION IN								
Email received	Email address Person's name Phone number	Resident Employee Councillor Contractor	Clerk Council meeting Intended recipient	Clerk's computer Hard copy	Password protected	Management	Public interest Contract Legal obligation	As long as necessary
Phone message	Person's name Phone number	Resident Employee Councillor Contractor	Clerk Council meeting Intended recipient	Written note	None	Management	Public interest Contract Legal obligation	Until actioned
Phone call	Person's name Phone number Email address?	Resident Employee Councillor Contractor	Clerk Intended recipient	Written note	None	Management	Public interest Contract Legal obligation	Until actioned
Invoices	Email address Person's name Phone number	Contractor	Clerk Council meeting	Filing cabinet Email system		Sales	Public interest Contract Legal obligation	8 years
Newsletters		Resident Contractor	Clerk Council meeting	Filing cabinet		Management	Public interest Contract	
Residents letter	Home address Email address Person's name Phone number	Resident	Clerk Council meeting	Filing cabinet		Management	Public interest Legal obligation	
Councillors acceptance of Office forms	Name	Councillor	Clerk	Filing cabinet		Legal requirement	Legal obligation	Term of office

Email service of agenda consent		Councillor	Clerk	Filing Cabinet Email server			Legal obligation	Term of office
Planning applications	Name Home address	Resident	Clerk Council meeting	Email server Hard drive		Management	Public interest	
Photographs	Name Home address		Website Newsletter Archive	Email server Hard drive Filing cabinet			Consent	
Lease agreements	Name Address Phone number	Clerk Council meeting Solicitor	Hard drive Filing cabinet			Management		12 years
Contractor insurance documents	Name Address Phone number		Clerk	Hard drive Filing cabinet				6 years
Successful grant application to Council	Name Home address Email address Phone number Bank details	Resident Local group or organisation	Clerk Council meeting	Hard drive Filing cabinet		Management Financial	Public interest	3 years
Consent forms	Name Address Phone number		Clerk	Hard drive Filing cabinet		Management		
Record of Consents	Name Address Phone number		Clerk	Hard drive Filing cabinet		Management		
Emergency plan contacts	Name Address Phone number		Clerk Council	Hard drive Filing cabinet				
Accident book	Name Address Phone number		Clerk Chairman			Legal requirement	Legal obligation	3 years
Training requests	Name	Clerk Councillor	Clerk Council	Email Filing cabinet		Management	Legal obligation	

INFORMATION OUT

Email out	Email address Person's name		Intended recipients	Email			Contract Legal obligation Consent	
Invoices posted	Name		Intended	Hard drive		Management	Contract	8 years

	Address		recipients	Filing cabinet				
Invoices emailed	Name Address Email address		Intended recipients	Email server Hard drive Filing cabinet		Management	Contract	8 years
Parish magazine	Name Address Email address	Residents	Intended recipients	Email server Hard drive			Consent	
Council contact details	Name Address Email address	Residents Local authorities LALC	Intended recipients	Emails server Hard drive Filing cabinet Parish magazine Website		Transparency Management	Contract Public interest	
Minutes			Councillors Website	Hard drive Filing cabinet		Legal requirement	Public interest	Indefinitely
Councillor Register of Interest	Name Address	Councillors	Electoral Officer Website Council	Hard drive Filing cabinet Website		Legal requirement	Legal obligation	Term of office
Emergency plan contacts	Name Address Phone number	Residents Councillors	Local authorities Other agencies	Hard drive Filing cabinet			Public interest	
Lease agreements	Name Address Phone number	Allotment tenants	Intended recipients	Hard drive Filing cabinet		Legal requirements	Legal obligation	12 years
Bank mandate	Name Address	Councillors	Bank	No copy		Management Financial	Legal obligation	
Grant application	Name Address Email address Phone number	Clerk	Grant provider	Hard drive Filing cabinet Email server		Management Financial	Contract Public interest	3 years
Accident book	Name Address Phone number	Clerk Council Resident	Council meeting Insurers	Hard copy Email server		Health & Safety	Legal obligation	3 years
Training requests	Name Email address Address Phone number	Clerk Councillor	Training provider	Email server Filing cabinet				

EMPLOYMENT INFORMATION

Clerk's payroll	Name Address NI number Bank details	Clerk	HMRC Clerk	Hard drive		Financial	Legal obligation	3 years
Clerk's employment contract	Name Address	Clerk	Clerk Chairman	Hard drive Filing cabinet		Contract	Contract	6 years
Clerk's appraisals	Name	Clerk	Clerk Chairman	Hard drive Filing cabinet		Contract	Contract	6 years