

Adopted by Newbottle Parish Council on 21 May 2018

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DPO contact details	
Contact name:	
Contact address:	
Contact phone number:	
Contact email:	

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 and possibly phone number	Resident/councillor/employee/contractor	To the intended recipient/council meeting	Email server/hard drive/hard copy	Password/encryption	Management	Public interest/legal obligation/contract	As long as necessary
Phone message	Persons name and phone number	Resident/councillor/employee/contractor	To the intended recipient	Telephone system/written note	None	Management	Public interest/contract/legal obligation	Until actioned
Phone call	Persons name, phone number and possibly email address for follow up	Resident/councillor/employee/contractor	To recipient	N/A	None	Management	Public interest/legal obligation/contract	Until actioned
Invoices	Persons name, email address, address, bank details	Contractor	To recipient and to council meeting	Filing cabinet/email system/hard drive	Password/encryption	Sales	Contract/legal obligation/public interest	8 years
Residents letters	Name, address	Resident	To recipient and to council meeting	Filing cabinet	Password/encryption	Management	Legal obligation/public interest	2 years
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet/hard drive/cloud	Password/encryption	Legal requirement	Legal obligation	Term of office
Councillors register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/cloud	Password/encryption	Legal requirement	Legal obligation	Term of office
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive/cloud	Password/encryption	Legal requirement	Legal obligation	Term of office
Bank statements	Name/address	Employee	To Clerk	Hard copy/hard drive/cloud	Password/encryption	Management	Legal obligation	Indefinite
Planning applications	Name, address	Resident	To clerk, council	Filing cabinet/hard drive/cloud	Password/encryption	Management	Public interest	Until actioned
Photographs	Name, address	Any member of the public	Website/newsletter/archive	Hard drive/cloud/filing cabinet	Password/encryption	Management	Consent	As long as necessary
Lease agreements	Name, address, telephone number	Councillor/employee	To clerk, council, solicitor	Hard drive/cloud/filing cabinet	Password/encryption	Management	Legal Obligation	12 years
Contractors insurance documents	Name, address, telephone number	Contractors	To clerk	Hard drive/cloud/filing cabinet	Password/encryption	Management	Contract	6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Resident or village organisation	To clerk, council	Hard drive/cloud/filing cabinet	Password/encryption	Management/Financial	Public interest	3 years
Consent forms	Name, address, telephone number, email	Resident/councillor/employee/contractor	To clerk	Hard drive/cloud/filing cabinet	Password/encryption	Management	Legal Obligation	Two years/Term of office
Record of consents	Name, address, telephone number, email	Resident/councillor/employee/contractor	To clerk	Hard drive/cloud/filing cabinet	Password/encryption	Management	Legal Obligation	5 years
Emergency plan contacts	Name, address, telephone number	Resident/councillor/employee	To clerk, council	Hard drive/cloud/filing cabinet	Password/encryption	Management	Public interest	Two years/Term of office
Training requests	Name	Clerk/councillor	To clerk, council	Hard drive/cloud/filing cabinet/email	Password/encryption	Management	Legal obligation	Term of office/term of employment

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Information out								
Email out	Email address, persons name	Resident/councillor/employee/contractor	To intended recipients	Email	Password/encryption	Management	Contract/legal obligation/consent	2 years
Invoices sent hard copy	Name and address	Resident/councillor/employee/contractor	To intended recipients	Hard drive/filing cabinet/cloud	Password/encryption	Management	Contract	Last completed audit year
Invoices sent via email	Email address, persons name	Resident/councillor/employee/contractor	To intended recipients	Email/hard drive/filing cabinet/cloud	Password/encryption	Management	Contract	2 years

Council contact details	ame./address/phone number/email address	Councillor/employee	To Northants CALC/residents	Filing cabinet/hard drive/cloud/website	Password/encryption	Management	Contract	Term of office
Agendas	Name/Address/email.phone number	Employee	To whole village	To councillors, website/noticeboard	Password/encryption	Legal requirement	Legal obligation	Indefinite
Minutes	Names	Councillor/employee	To councillors, website	Filing cabinet/hard drive/cloud/website	Password/encryption	Legal requirement	Public interest	Indefinite
PC Reports	Name	Councillor/employee	To whole village	Filing cabinet/hard drive/cloud/website	Password/encryption	Management	Public interest	2 years
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet/hard drive/cloud/website	Password/encryption	Legal requirement	Legal obligation	Term of office
Emergency Plan contacts	Name/address/phone number	Councillor/Employee/resident	To councillors, other agencies	Filing cabinet/hard drive/cloud/website	Password/encryption	Management	Public interest	2 years
Lease agreements	Name and address	Councillors/employee	To recipient	Hard drive/filing cabinet/cloud/email	Password/encryption	Legal requirement	legal obligations/public interest	12 years
Bank mandate	Name/address/DOB	Councillor/Clerk	To relevant banks	Hard drive/filing cabinet/cloud/email	Password/encryption	Financial/management	Legal obligation	Until actioned
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive/filing cabinet/cloud/email	Password/encryption	Financial/management	Contract/public interest	3 years
Record of grant submissions	Email address, persons name, address, bank details	Clerk	To council	Hard drive/filing cabinet/cloud/email	Password/encryption	Financial/management	Legal obligation	2 years
Training requests	Email address, persons name, address	Councillor/employee	To training provider	Hard drive/filing cabinet/cloud	Password/encryption	Management	Contract	Term of office/term of employment
<b>Employment information</b>								
Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	hard drive/cloud	Password/encryption	Financial	Legal obligation	3 years
Clerks employment contract	Name, address	Clerk	Clerk/chairman/staffing committee	hard drive/cloud	Password/encryption	Contract	Contract	6 years
Clerks appraisals	Name	Clerk	Clerk/chairman/staffing committee	hard drive/cloud	Password/encryption	Contract	Contract	6 years