

Naseby Parish Council GDPR Data Map

Adopted by Naseby Parish Council

Council contact details	
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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	Laptop password protected / Filing cabinet locked	Sales	Contract/legal obligation/public interest	8 years
Newsletters	Group contact names, telephone and email	Resident/contractor	To recipient and to council meeting	Filing cabinet/email system/hard drive	Laptop password protected / Filing cabinet locked	Management	Contract/public interest	As long as necessary
Residents letters	Names, addresses, telephone no and email	Resident	To recipient and to council meeting	Filing cabinet	Laptop password protected / Filing cabinet locked	Unrequested	Legal obligation/public interest	Until actioned
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet	Locked cabinet	Legal requirement	Legal obligation	As long as necessary
Councillors register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/website	Laptop password protected / Filing cabinet locked	Legal requirement	Legal obligation	Term of office
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive	Laptop password protected / Filing cabinet locked	Legal requirement	Legal obligation	Term of office
Burials register	Name, address, telephone number	Resident	To clerk	Hard copy/hard drive/online via Parish Online	Laptop password protected / Filing cabinet locked	Management	Contract	Indefinitely - passed to Archive
Exclusive rights of burial	Name, address, telephone number	Resident	To clerk	Hard copy/hard drive	Laptop password protected / Filing cabinet locked	Management	Consent	Indefinitely - passed to Archive
Planning applications	Name, address	Resident	To clerk, council	Hard drive/Website	Laptop password protected / Filing cabinet locked	Consultation	Public interest	Until completed
Photographs	Name, address	Resident/councillor/employee/contractor	Website/newsletter/archive	Hard drive	Laptop password protected / Filing cabinet locked	Public Record	Consent	As long as necessary
Electoral Roll	Names & Addresses	Residents	To Clerk	Hard drive/filing cabinet	Laptop password protected / Filing cabinet locked	Public Record/Management	Management	1 Year
Lease agreements	Name, address, telephone number	residents/contractors	To clerk, council, solicitor	Hard drive/filing cabinet	Laptop password protected / Filing cabinet locked	Management	Contract	12 Years
Contractors insurance documents	Name, address, telephone number	Contractor	To clerk	Hard drive/filing cabinet	Laptop password protected / Filing cabinet locked	Management	Contract	6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Resident	To clerk, council	Hard drive/filing cabinet	Laptop password protected / Filing cabinet locked	Management/ Financial	Public interest	3 years
Consent forms	Name, address, telephone number, email	Resident/Contractor/Cllr	To clerk	Hard drive/filing cabinet	Laptop password protected / Filing cabinet locked	Management	Contract	6 Years
Emergency plan contacts	Name, address, telephone number	residents/contractors	To clerk, council	Hard drive/filing cabinet	Laptop password protected / Filing cabinet locked	In case of emergency	Public Interest	Term of Plan
Accident book	Name, address, telephone number	any	To clerk, chairman	File	Locked cabinet	Legal requirement	Legal obligation	3 years
Information out								

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Email out	Email address, persons name	Resident/Contractor/Cllr/employee	To intended recipients	Email	Laptop password	Management	Contract/legal obligation/consent	As long as necessary
Invoices sent hard copy	Name and address	Contractor/Advertiser/Local Committees	To intended recipients	Hard drive/filing cabinet	Filing cabinet locked	Management	Contract	As long as necessary
Invoices sent via email	Email address, persons name	Contractor/Advertiser/Local Committees	To intended recipients	Email/hard drive/filing cabinet	Laptop password protected	Financial	Contract	As long as necessary
Newsletters	Email address, persons name, address	Residents	To intended recipients	Website / Hard Drive / Hard copy	Laptop & website password protected / Filing cabinet locked	Consent/Publishing	Consent	As long as necessary
Council contact details	Email address, persons name, address	residents/contractors	To Northants CALC and other intended recipients	Hard drive/website	Laptop password protected / Filing cabinet locked	Management	Contract	As long as necessary
Minutes	names	Residents/Councillors	To councillors, website	Email/Hard drive/filing cabinet/website	Laptop password protected / Filing cabinet locked	Legal requirement	Public interest	Indefinitely - passed to Archive
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet/hard drive/website	Laptop password protected / Filing cabinet locked	Legal requirement	Legal obligation	Term of office
Emergency Plan contacts	Email address, persons name, address	Residents/Councillors/contractors	To councillors, other agencies	Filing cabinet/hard drive/website	Laptop password protected / Filing cabinet locked	Management	Public interest	As long as necessary
Lease agreements	names and addresses	tenants	To recipient	Filing cabinet/hard drive	Laptop password protected / Filing cabinet locked	Management	Financial	12 years
Burials map	Names and grave number	Residents	To undertakers	Hard drive/filing cabinet/ via Parish online	Laptop password protected / Filing cabinet locked	Management and legal requirement	Public Interest & Legal Obligation	Indefinitely - passed to Archive
Bank mandate	Names, addresses and bank details	Clerk/Bank	To relevant banks	Hard drive/bank website	Bank security token and laptop password protected	Financial/management	Financial	As long as necessary
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive/email/filing cabinet	Laptop password protected / Filing cabinet locked	Financial/management	Contract/public interest	3 years
Accident book	Name, address	Clerk, councillor, resident, contractor	To council/insurers	Hard copy/email	Email account password protected	Health and Safety	Legal obligation	3 years
Employment information								
Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	Hard drive	Laptop password protected / Filing cabinet locked	Financial	Legal obligation	3 years
Clerks employment contract	Name, address	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive	Laptop password protected / Filing cabinet locked	Contract	Contract	6 years
Clerks appraisals	Name	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive	Laptop password protected / Filing cabinet locked	Contract	Contract	6 years