

Adopted by GREAT DODDINGTON PARISH COUNCIL on 9 MAY 2018

Council contact details	
Contact name:	Carol Mundy
Contact address:	14 Spencer Close Earls Barton Northants NN6 0RD
Contact phone number:	01604 810237
Contact email:	

DPO contact details	
Contact name:	Danny Moody
Contact address:	Northants CALC - Litchborough
Contact phone number:	01327 831 482
Contact email:	dmoody@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 and possibly phone number	Resident/councillor/employee/contractor	To the clerk who may report to the parish councillors	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	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		Sales	Contract/legal obligation/public interest	Until audited or legally required
Newsletters	Information for advertising	Advertiser	To Editor of the Village News	Filing cabinet/email system/hard drive	Password/encryption	Management	Public interest	
Residents letters	Name & address, possibly email	Resident	To clerk	Filing cabinet			Legal obligation/public interest	Until actioned
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet		Legal requirement	Legal obligation	Until end of term of office
Councillors register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/cloud/website		Legal requirement	Legal obligation	Until end of term of office
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive/cloud		Legal requirement	Legal obligation	Term of office
Burials register	Name, address, telephone number	Resident or deceased person	To clerk	Filing cabinet/hard drive/cloud		Management	Contract	Indefinitely
Exclusive rights of burial	as above	Resident	To clerk	Filing cabinet/hard drive/cloud		Management		Indefinitely
Planning applications	Name, address	Resident	To parish council	Retained by chairman of planning		Management	Public interest	Until approved by BCW
Photographs	Name, address		Editor for newsletter	Hard drive/cloud/filing cabinet			Consent	
Lease agreements	Name, address, telephone number		To clerk, council, solicitor	Hard drive/cloud/filing cabinet		Management		12 years
Contractors insurance documents	Name, address, telephone number		To clerk	Hard drive/cloud/filing cabinet				6 years
Consent forms for personal details	Name, address, telephone number, email		To Editor of the Village News	Hard drive/cloud/filing cabinet		Management		
Record of consents for website	Name, address, telephone number, email		To clerk	Hard drive/cloud/filing cabinet		Management		
Emergency plan contacts	Name, address, telephone number		To clerk, council	Hard drive/cloud/filing cabinet				
Accident book	Name, address, telephone number		To clerk, chairman			Legal requirement	Legal obligation	3 years
Training requests	Name	Clerk/councillor	To clerk, council	Hard drive/cloud/filing cabinet/email		Management	Legal obligation	
Information out								
Email out	Email address, persons name		To intended recipients	Email			Contract/legal obligation/consent	
Invoices sent hard copy	Name and address		To intended recipients	Hard drive/filing cabinet/cloud		Management	Contract	
Invoices sent via email	Email address, persons name		To intended recipients	Email/hard drive/filing cabinet/cloud			Contract	
Newsletters	Email address, persons name, address	Residents	To intended recipients				Consent	
Council contact details	Email, personal details		To Northants CALC				Contract	

Minutes			To councillors, website			Legal requirement	Public interest	
Councillors register of interests	Name, address	Councillor	To Electoral Officer/website	Filing cabinet/hard drive/cloud/website		Legal requirement	Legal obligation	
Emergency Plan contacts			To councillors, other agencies				Public interest	
Lease agreements			To recipient					12 years
Burials map			To undertakers					
Bank mandate			To relevant banks			Financial/management		
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive/filing cabinet/cloud/email		Financial/management	Contract/public interest	3 years
Training requests	Email address, persons name, address		To training provider	Hard drive/filing cabinet/cloud				
Employment information								
Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	Hard drive		Financial	Legal obligation	3 years
Clerks employment contract	Name, address	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive		Contract	Contract	6 years

Updated April 2018