

**POTTERSPURY PARISH COUNCIL  
GDPR DATA MAP**

Adopted by Potterspurty Parish Council on 12 June 2019

Parish Council contact details				Data Protection Officer contact details				
<b>Contact name:</b>	Mrs Jane Spence	Clerk & Responsible Financial Officer		<b>Contact name:</b>	Northants CALC			
<b>Contact address:</b>	228 Park Lane, Northampton, NN5 6QW			<b>Contact address:</b>	6 Litchborough Business Park, Northampton Road, Litchborough, Northants, NN12 8JB			
<b>Contact phone number:</b>	01604 587265			<b>Contact phone number:</b>	01327 831482			
<b>Contact email:</b>	clerk@potterspurty.org.uk			<b>Contact email:</b>	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, name and possibly phone and address	Resident/councillor/employee/contractor	To the intended recipient, council meeting	Email server, hard drive, cloud, hard copy	Password/encryption, locked cabinet	Management	Public interest/legal obligation/contract	As long as necessary
Phone message	Name, phone number and possibly address	Resident/councillor/employee/contractor	To the intended recipient	Email, written note	None	Management	Public interest/contract/legal obligation	Until actioned
Phone call	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 received	Name, address, email, bank details	Contractor	To Clerk, council meeting	Filing cabinet, hard drive, cloud	Password/encryption, locked cabinet	Management	Legal obligation, VAT	6 years
Residents letters	Name, address, email, phone	Resident	To recipient, clerk, council meeting	Filing cabinet	Locked	Management	Legal obligation/public interest	As long as necessary
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet	Locked	Legal requirement	Legal obligation	Term of office
Councillors register of interests	Name, address	Councillor	To clerk, SNC	Filing cabinet, hard drive, cloud, website	Password/encryption, locked cabinet	Legal requirement	Legal obligation	Term of office
Email service of agenda consent	Name, email	Councillor	To clerk	Filing cabinet, hard drive, cloud	Password/encryption, locked cabinet	Legal requirement	Legal obligation	Term of office
Allotment register	Name, address, phone, email	Allotment holder	To clerk	Filing cabinet/hard drive/cloud	Password/encryption, locked cabinet	Management	Contract	12 years
Allotment tenancy agreements	Name, address	Allotment holder	To clerk	Filing cabinet	Locked	Management		
Planning applications	Name, address	Resident	To clerk, council	Filing cabinet/hard drive/cloud			Public interest	Until SNC decision
Photographs	Name, address	Resident, Councillor	Website, archive, filing cabinet	Hard drive/cloud/filing cabinet	Password/encryption, locked cabinet	Public interest	Consent	As long as necessary
CCTV footage	Photo, film.	Public	Hard drive	Hard drive/cloud/filing cabinet	Password/encryption, locked cabinet			As long as necessary if criminal activity filmed
Lease agreements	Name, address, phone, email	Local groups, residents	To clerk, council, solicitor	Hard drive/cloud/filing cabinet	Password/encryption, locked cabinet	Management	Legal obligation	12 years
Leaseholders insurance documents	Name, address, phone	Local groups, residents	To clerk, council	Hard drive/cloud/filing cabinet	Password/encryption, locked cabinet	Management	Legal obligation	6 years
Contractors insurance documents	Name, address, phone	Contractor	To clerk	Hard drive/cloud/filing cabinet	Password/encryption, locked cabinet	Management	Legal obligation	6 years
Grant applications to the council	Name, address, phone, email	Local groups, residents	To clerk, council	Hard drive/cloud/filing cabinet	Password/encryption, locked cabinet	Management/Financial	Public interest	3 years
Applications to use Meadow View playing field	Name, address, phone, email, insurance	Local groups, residents, public	To clerk, council	Hard drive/cloud/filing cabinet	Password/encryption, locked cabinet	Management	Legal obligation	3 years
Emergency plan contacts	Name, address, phone, email	Councillors, residents	To clerk, council	Hard drive/cloud/filing cabinet	Password/encryption, locked cabinet	Management		
Accident book	Name, address, phone, email		To clerk, chairman, council	Filing cabinet	Locked	Legal requirement	Legal obligation	3 years
Training requests	Name	Clerk, councillor	To clerk, council	Hard drive/cloud/filing cabinet/email	Password/encryption, locked cabinet	Management	Legal obligation	

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A - Information type	B - Personal data collected	C - Category of individual	D - Where does data go?	E - Where / how is data stored	F - Security measures used	G - Why data needed. Processing purpose	H - Lawful basis for processing	I - How long data retained.
<b>INFORMATION OUT</b>								
Email out	Email address, name	Clerk, councillor	To intended recipients	Email, hard drive, cloud, filing cabinet	Password/encryption, locked cabinet	Management	Contract/legal obligation/consent	As long as necessary
Invoices sent hard copy	Name and address	Clerk	To intended recipients	Hard drive, cloud, filing cabinet	Password/encryption, locked cabinet	Management	Contract	6 years
Invoices sent via email	Name, address, email address	Clerk	To intended recipients	Email, hard drive, cloud, filing cabinet	Password/encryption, locked cabinet	Management	Contract	6 years
Orders sent hard copy	Name and address	Clerk	To intended recipients	Hard drive, cloud, filing cabinet	Password/encryption, locked cabinet	Management	Contract	6 years
Orders sent via email	Name, address, email address	Clerk	To intended recipients	Hard drive, cloud, filing cabinet	Password/encryption, locked cabinet	Management	Contract	6 years
Council contact details	Chairman and clerk, name, address, phone, email	Clerk	To Northants CALC		Password/encryption, locked cabinet		Contract	
Councillors contact details	Name, address, phone, email	Councillors, clerk	Website, noticeboard	Filing cabinet, hard drive, cloud, website.	Password/encryption, locked cabinet	Management	Public interest	Term of office
Minutes		Clerk	To councillors, website, noticeboard	Filing cabinet, hard drive, cloud, website. Archive.	Password/encryption, locked cabinet	Legal requirement	Public interest	Indefinite
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet, website	Locked cabinet	Legal requirement	Legal obligation	Term of office
Emergency Plan contacts	Name, address, phone, email	Councillors, working group members	To councillors, other agencies	Hard drive, cloud, filing cabinet	Password/encryption, locked cabinet	Management	Public interest	
Lease agreements	Name, address, phone, email	Clerk	To recipient	Hard drive, cloud, filing cabinet	Password/encryption, locked cabinet	Financial/management	Legal obligation	12 years
Bank mandate	Bank details	Clerk	To relevant banks	Hard drive, cloud, filing cabinet	Password/encryption, locked cabinet	Financial/management	Contract	Whilst in use
Grant application to external provider	Name, address, phone, email, bank details	Clerk	To grant provider	Hard drive, cloud, filing cabinet	Password/encryption, locked cabinet	Financial/management	Contract/public interest	3 years
Record of grant submissions		Clerk	To council	Hard drive, cloud, filing cabinet	Password/encryption, locked cabinet	Financial/management	Contract	3 years
Accident book reports	Name, address, phone, email	Clerk, council, chairman	To council, insurers	Hard copy/email	Password/encryption, locked cabinet	Health and Safety	Legal obligation	3 years
Training requests	Email address, name, address	Clerk, councillor	To training provider	Hard drive cloud, filing cabinet	Password/encryption, locked cabinet	Management		
<b>EMPLOYMENT INFORMATION</b>								
Clerks payroll	Name, address, NI number	Clerk	HMRC, payroll provider	Filing cabinet, hard drive, cloud	Password/encryption, locked cabinets	Financial	Legal obligation	3 years
Clerks employment contract	Name, address, phone	Clerk	Clerk, Chair personnel committee	Filing cabinets, hard drive, cloud	Password/encryption, locked cabinets	Contract	Contract	6 years
Clerks appraisals	Name	Clerk	Clerk, Chair personnel committee	Filing cabinets, hard drive, cloud	Password/encryption, locked cabinets	Contract	Contract	6 years