

Adopted by North Muskham Parish Council 31st May 2018

Council contact details	
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DPO 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 - the Parish Council email is password protected	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	Held in separate financial file, nothing held electronically. Locked in storage cupboard at Clerk's address	Sales	Contract/legal obligation/public interest	8 years
Residents letters	Persons name, address, email & telephone number	Resident	To recipient and to council meeting	Filing cabinet	Retained in meetings file. File locked in storage cupboard at Clerk's address		Legal obligation/public interest	As long as necessary
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet	Original filed in locked storage cupboard at Clerk's address	Legal requirement	Legal obligation	Term of office
Councillors register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/cloud/website	Original filed in locked storage cupboard at Clerk's address. Copy sent to NSDC	Legal requirement	Legal obligation	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
Planning applications	Name, address	Resident	To clerk, council	Filing cabinet/hard drive/cloud	file. Filed in locked storage cupboard at Clerk's address.		Public interest	6 years
Photographs	Name, address		Website/newsletter/archive	Hard drive/cloud/filing cabinet	Written consent to take and use held in Clerk's office.	Management	Consent	3 years
Lease agreements	Name, address, telephone number		To clerk, council, solicitor	Hard drive/cloud/filing cabinet	Held in filing cupboard at Clerk's address. Electronic copies held on password protected computer.	Management	Contract	12 years
Contractors insurance documents	Name, address, telephone number		To clerk	Hard drive/cloud/filing cabinet	Held in filing cupboard at Clerk's address. Electronic copies held on password protected computer.	Management	Contract	6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Resident	To clerk, council	Hard drive/cloud/filing cabinet	Held in filing cupboard at Clerk's address. Electronic copies held on password protected computer.	Management/Financial	Public interest	3 years
Consent forms	Name, address, telephone number, email		To clerk	Hard drive/cloud/filing cabinet	Held in filing cupboard at Clerk's address. Electronic copies held on password protected computer.	Management	Legal obligation	5 years

Record of consents	Name, address, telephone number, email		To clerk	Hard drive/cloud/filing cabinet	Held in filing cupboard at Clerk's address. Electronic copies held on password protected computer.	Management	Legal obligation	5 years
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	Filed in Personnel record held in Clerk's Office	Management	Legal obligation	6 years after ceasing employment

Information out

Email out	Email address, persons name		To intended recipients	Email	Computer password protected	Management	Contract/legal obligation/consent	Until actioned
Invoices sent hard copy	Name and address		To intended recipients	Hard drive/filing cabinet/cloud	Held in filing cupboard at Clerk's address. Electronic copies held on password protected computer.	Saes	Contract	8 years
Invoices sent via email	Email address, persons name		To intended recipients	Email/hard drive/filing cabinet/cloud	Email password protected and only accessed by Clerk.	Sales	Contract	8 years
Council contact details			To Notts ALC		Held in filing cupboard at Clerk's address. Electronic copies held on password protected computer.	Management	Contract	Term of office
Minutes			To councillors, website		Held in filing cupboard at Clerk's address. Electronic copies held on password protected computer.	Legal requirement	Public interest	Indefinitely
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet/hard drive/cloud/website	Original filed in filing cupboard at Clerk's address. Copy sent to NSDC. Electronic copy stored on password protected computer.	Legal requirement	Legal obligation	Term of office
Lease agreements			To recipient		Held in filing cupboard at Clerk's address. Electronic copies held on password protected computer.	Legal requirement	Contract	12 years
Bank mandate			To relevant banks		Hard copy only held in filing cupboard at Clerks address	Financial/management	Legal obligation	8 years
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive/filing cabinet/cloud/email	Held in filing cupboard at Clerk's address. Electronic copies held on password protected computer.	Financial/management	Contract/public interest	3 years
Record of grant submissions			To council		Held in filing cupboard at Clerk's address. Electronic copies held on password protected computer.	Financial/management	Management	3 years
Accident book	Name, address	Clerk, councillor, resident, contractor	To council/insurers	Hard copy/email	Held in filing cupboard at Clerk's address.	Health and Safety	Legal obligation	3 years
Training requests	Email address, persons name, address		To training provider	Hard drive/filing cabinet/cloud	Filed in Personnel record held in Clerk's Office	Management	Management	6 years after ceasing employment

Employment information

Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	Hard drive	Payroll software held on password protected computer	Financial	Legal obligation	12 years
Clerks employment contract	Name, address	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive	Filed in Personnel record held in Clerk's Office	Contract	Contract	6 years after ceasing employment
Clerks appraisals	Name	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive	Filed in Personnel record held in Clerk's Office	Contract	Contract	6 years after ceasing employment