

Adopted by ANCASTER Parish Council on 21 MAY 2018

| Council contact details |  |
|-------------------------|--|
| Contact name:           | Denise Gascoyne  |
| Contact address:        | 82 Ermine Street ANCASTER Grantham Lincolnshire NG32 3QP                         |
| Contact phone number:   | 01400 230745   |
| Contact email:          | <a href="mailto:denise.gascoyne@anasterpc.org">denise.gascoyne@anasterpc.org</a> |

| 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? |
| <b>Information in</b>                  |   |   |   |   |                                    |  |   |                                  |
| 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  |                                    | Sales  | Contract/legal obligation/public interest | 8 years                          |
| Newsletters                            |   | Resident/contractor                     | To recipient and to council meeting       | Filing cabinet/email system/hard drive  |                                    | Management                                   | Contract/public interest                  |                                  |
| Residents letters                      |   | Resident                                | To recipient and to council meeting       | Filing cabinet                          |                                    |  | Legal obligation/public interest          |                                  |
| Councillors acceptance of office forms | Name  | Councillor                              | To clerk                                  | Filing cabinet                          |                                    | Legal requirement                            | Legal obligation                          |                                  |
| Councillors register of interests      | Name, address   | Councillor                              | To clerk                                  | Filing cabinet/hard drive/cloud/website |                                    | Legal requirement                            | Legal obligation                          |                                  |
| Email service of agenda consent        | Name, email address   | Councillor                              | To clerk                                  | Hard copy/hard drive/cloud              |                                    | Legal requirement                            | Legal obligation                          | Term of office                   |
| Allotment register                     | Name, address, telephone number                                     | Resident                                | To clerk                                  | Filing cabinet/hard drive/cloud         |                                    | Management                                   | Contract                                  |                                  |
| Allotment tenancy agreements           | Name, address   | Resident                                | To clerk                                  |   |                                    | Management                                   |   |                                  |
| Burials register                       | Name, address, telephone number                                     | Resident                                | To clerk                                  | Filing cabinet/hard drive/cloud         |                                    | Management                                   | Contract                                  |                                  |
| Exclusive rights of burial             |   | Resident                                | To clerk                                  | Filing cabinet/hard drive/cloud         |                                    | Management                                   |   |                                  |
| Planning applications                  | Name, address   | Resident                                | To clerk, council                         | Filing cabinet/hard drive/cloud         |                                    |  | Public interest                           |                                  |
| Photographs                            | Name, address   |   | Website/newsletter/archive                | 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                          |
| Grant applications to the council      | Name, address, telephone number, email, bank details                | Resident                                | To clerk, council                         | Hard drive/cloud/filing cabinet         |                                    | Management/Financial                         | Public interest                           | 3 years                          |
| Consent forms                          | Name, address, telephone number, email                              |   | To clerk                                  | Hard drive/cloud/filing cabinet         |                                    | Management                                   |   |                                  |
| Record of consents                     | 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                  |          |
| <b>Information out</b>            |  |   |  |   |  |                      |                                   |          |
| 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           |  |   | To Northants CALC                      |   |  |                      | Contract                          |          |
| Minutes                           |  |   | To councillors, website                |   |  | Legal requirement    | Public interest                   |          |
| Councillors register of interests | Name, address                                      | Councillor                              | To Electoral Officer                   | 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  |
| Record of grant submissions       |  |   | To council                             |   |  |                      |                                   |          |
| Accident book                     | Name, address                                      | Clerk, councillor, resident, contractor | To council/insurers                    | Hard copy/email                         |  | Health and Safety    | Legal obligation                  | 3 years  |
| Training requests                 | Email address, persons name, address               |   | To training provider                   | Hard drive/filing cabinet/cloud         |  |                      |                                   |          |
| <b>Employment information</b>     |  |   |  |   |  |                      |                                   |          |
| 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  |
| Clerks appraisals                 | Name   | Clerk                                   | Clerk/chairman/staffing committee      | Filing cabinet/hard drive               |  | Contract             | Contract                          | 6 years  |