Adopted by Bleasby Parish Council on 12/01/2026

Council contact details (Clerk and DPO) Clerk@bleasby-pc.gov.uk

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
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
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	
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	
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				
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	
Council contact details			To NSDC and NCC					
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	
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					
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	Hard drive		Financial	Legal obligation	3 years
Clerks employment contract	Name, address	Clerk	Clerk/chairman	Filing cabinet/hard drive		Contract	Contract	6 years