

Adopted by Stowe Nine Churches Parish Council on

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, phone number, address	Resident/councillor/employee/contractor/supplier	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, phone number, email address, address	Resident/councillor/employee/contractor/supplier	To the intended recipient	Telephone system/written note	None	Management	Public interest/legal obligation/contract	Until actioned
Phone call	Persons name, phone number and possibly email address for follow up	Resident/councillor/employee/contractor/supplier	To recipient	Mobile phone	Password	Management	Public interest/legal obligation/contract	Until actioned
Invoices	Persons name, email address, address, bank details, signature	Contractor/Supplier	To recipient and to council meeting	Filing cabinet/email system/hard drive/email server/cloud	Password/locked cabinet	Sales/Management	Contract/legal obligation/public interest	8 years
Newsletters	Persons name, email address, address	Resident/contractor/Supplier	To recipient and to council meeting	Filing cabinet/email system/hard drive/website/noticeboard	None - In public domain	Management	Contract/public interest	As long as necessary
Residents letters	Persons name, email address, address, signature	Resident	To recipient and to council meeting	Filing cabinet/hard drive/cloud/email server	Password/locked cabinet	Management	Legal obligation/public interest	3 years
Councillors acceptance of office forms	Name, signature	Councillor	To clerk	Filing cabinet/hard drive/cloud/email server	Password/locked cabinet	Legal requirement	Legal obligation	8 years
Councillors register of interests	Name, address, signature	Councillor	To clerk, DDC Monitoring Officer	Filing cabinet/hard drive/cloud/website/email server	None - In public domain	Legal requirement	Legal obligation	8 years
Undertaking of compliance with code of conduct	Name, signature	Councillor	To clerk	Filing cabinet/hard drive/cloud/website/email server	Password/locked cabinet	Legal requirement	Legal obligation	8 years
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive/cloud	Password/locked cabinet	Legal requirement	Legal obligation	Term of office
Planning applications	Name, address, phone number	Resident	To clerk, council	Filing cabinet/hard drive/cloud/email server	None - In public domain	Legal requirement	Legal obligation/public interest	Indefinite
Photographs	Name, address	Resident	Website/newsletter/archive	Hard drive/cloud/filing cabinet/email server	Password/locked cabinet	Management	Consent	As long as necessary
Grant applications to the council	Name, address, telephone number, email, bank details	Contractor/Supplier	To clerk, council	Hard drive/cloud/filing cabinet/email server	Password/locked cabinet	Management/Financial	Public interest	3 years
Consent forms	Name, address, telephone number, email, signature	Resident/councillor/employee/contractor/supplier	To clerk	Hard drive/cloud/filing cabinet/email server	Password/locked cabinet	Management	Consent	8 years
Record of consents	Name, address, telephone number, email	Resident/councillor/employee/contractor/supplier	To clerk	Hard drive/cloud/filing cabinet/email server	Password/locked cabinet	Management	Consent	8 years

Emergency plan contacts	Name, address, telephone number	Resident/councillor/employee/contractor/supplier	To clerk, council	Hard drive/cloud/filing cabinet/email server	None - In public domain	Public interest	Public interest	2 years
Accident book	Name, address, telephone number, email	Resident/councillor/employee/contractor/supplier	To clerk, council	Filing cabinet	Locked cabinet	Legal requirement	Legal obligation	3 years
Training requests	Name	Clerk/councillor/resident	To clerk, council	Hard drive/cloud/filing cabinet/email server	Password/locked cabinet	Management	Legal obligation	2 years
Electoral Register	Name, address	Residents	To Clerk	Hard drive/cloud/filing cabinet/email server	Password/locked cabinet	Management	Legal obligation	Indefinite
Information out								
Email out	Email address, persons name, phone number, address	Clerk/councillor/resident/contractor	To intended recipients	Email server/hard copy	Password/locked cabinet	Management	Contract/legal obligation/consent	As long as necessary
Invoices sent hard copy	Name, address, address, bank details, signature	Contractor/Supplier	To intended recipients	Hard drive/filing cabinet	Locked cabinet	Management	Contract	8 years
Invoices sent via email	Name, address, address, bank details, signature	Contractor/Supplier	To intended recipients	Email/hard drive/cloud	Password	Sales/Management	Contract	8 years
Newsletters	Email address, persons name, address	Resident/Contractor/Supplier	To intended recipients/council	Filing cabinet, email, hard drive, website, cloud	None - In public domain	Management	Contract/public interest	As long as necessary
Council contact details	Name, address, phone number	Clerk/Councillors	To Northants CALC, Daventry council, Northants County Council	Filing cabinet, email, hard drive, website, cloud	Locked cabinet/ In public domain	Legal requirement	Legal obligation	Until end of service
Agendas	Name, address, phone number	Clerk	To councillors, website, noticeboard	Filing cabinet, email, hard drive, website, cloud	None - In public domain	Legal requirement	Public interest	Indefinite
Minutes	Name, address, phone number	Clerk	To councillors, website, noticeboard	Filing cabinet, email, hard drive, website, cloud	None - In public domain	Legal requirement	Public interest	Indefinite
Website Documents	Name, address, phone number, email address	Clerk/Councillors	Website	Website, hard drive, icloud	None - In public domain	Legal requirement	Legal obligation	As long as necessary
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet/hard drive/cloud/website	None - In public domain	Legal requirement	Legal obligation	8 years
Emergency Plan contacts	Name, address, phone number, email address	Clerk, Councillor, resident, contractor	To councillors, other agencies	Filing cabinet/hard drive/cloud/website	None - In public domain	Management	Public interest	2 years
Bank mandate	Name, address, phone number, email address	Clerk, Councillor	To relevant banks	Filing cabinet, hard drive, cloud, email	Password/locked cabinet	Financial/management	Contract	8 years
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Filing cabinet, hard drive/cloud/email	Password/locked cabinet	Financial/management	Contract/public interest	8 years
Record of grant submissions	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive/filing cabinet/cloud/email	Password/locked cabinet	Financial/management	Contract/public interest	8 years
Accident book	Name, address, telephone number, email	Council, supplier	To council/insurers	Filing cabinet	Locked cabinet	Health and Safety	Legal obligation	8 years
Training requests	Email address, persons name, address, phone number	Clerk, councillor, resident, contractor, supplier	To training provider/council	Hard drive/filing cabinet/cloud/email	Password/locked cabinet	Management	Public interest	2 years
Employment information								
Clerks payroll	Name, address, NI number, bank details, UTR, Tax codes	Clerk	HMRC/payroll provider/pension provider	Hard drive/filing cabinet/cloud/email	Password/locked cabinet	Financial	Legal obligation	8 years
Clerks employment contract	Name, address	Clerk	Clerk/councillors	Hard drive/filing cabinet/cloud/email	Password/locked cabinet	Contract	Contract	8 years
Clerks appraisals	Name	Clerk	Clerk/councillors	Hard drive/filing cabinet/cloud/email	Password/locked cabinet	Contract	Contract	8 years