

Bulwick Parish Council

Data Mapping

Contact for Bulwick Parish Council	
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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 box	Email address Persons' name Potential phone number & postal address	Resident Councillor Employee Contractor General public	Intended recipient Multiple recipients	Dedicated - .gov.uk emails Mobile phone System hard drive - BPC Storage files Archiving safe	Password protected devices No sharing of IT equipment No unmonitored access to council resources Use of BCC when using multiple recipients	Management (Proper Officer) Councillors Contractors General public	Legal Obligation Contractual Public interest	As required

Phone message	Email address Persons' name Potential phone number & postal address	Resident Councillor Employee Contractor General public	Intended recipient Multiple recipients	Telephone answering service Proper Officer Handwritten notes	Password protected devices Written notes supplied in envelopes to recipients	Management (Proper Officer) Councillors Contractors General public	Legal Obligation Contractual Public interest	Until actioned
Phone call	Email address Persons' name Potential phone number & postal address	Resident Councillor Employee Contractor General public	Intended recipient Multiple recipients	Written notes Held on subject's file / quotes information etc.	No unmonitored access to council resources	Management (Proper Officer) Councillors Contractors General public	Legal Obligation Contractual Public interest	Until actioned
Invoices / Quotes	Email address Persons' name Potential phone number & postal address Banking Information	Contractor	Management (Proper Officer) Councillors	Use Proper Officer's email System hard drive - BPC Storage files Archiving safe	Password protected devices No sharing of IT equipment. No unmonitored access to council resources Written information to be supplied in envelopes to Cllrs.	Management (Proper Officer) Financial Control Councillors Contractors General public	Legal Obligation Contractual Public interest	6 years
E-Newsletters	Email address Persons' name	Resident Councillor Employee	Intended recipient	System hard drive - BPC Internet storage	Password protected devices	Management (Proper Officer) Councillors	Legal Obligation Contractual Public interest	As required

		Contractor General public	Multiple recipients	Mobile phone Storage files Archiving safe	No sharing of IT equipment. No unmonitored access to council resources	Contractors General public		
Letters	Persons' name Potential phone number & postal address Email address	Resident Councillor Employee Contractor General public	Intended recipient Cllrs	Management (Proper Officer)	No unmonitored access to council resources	Management (Proper Officer) Councillors Contractors General public	Legal Obligation Contractual Public interest	As required
Councillors acceptance of office forms	Persons' name Signature	Councillor	Management (Proper Officer)	System hard drive - BPC Internet storage Mobile phone Storage files Archiving safe	Password protected devices No sharing of IT equipment. No unmonitored access to council resources	Legal Requirement	Legal Obligation	Term of office
Councillors register of interests	Persons' name Postal address	Councillor	Management (Proper Officer)	System hard drive - BPC Internet storage Mobile phone Storage files Archiving safe NNC website	Password protected devices No sharing of IT equipment. No unmonitored access to council resources	Legal Requirement	Legal Obligation	Term of office

Email service of agenda consent	Councillors name Council email address	Councillor	Management (Proper Officer)	System hard drive - BPC Internet storage Mobile phone Storage files Archiving safe	Password protected devices No sharing of IT equipment. No unmonitored access to council resources	Legal Requirement	Legal Obligation	Term of office
Photographs	Persons' Identity	Resident Councillor Employee Contractor General public	Website Village newsletter Archive	System hard drive - BPC Internet storage Mobile phone Storage files Archiving safe	Password protected devices No sharing of IT equipment. No unmonitored access to council resources	Management (Proper Officer) Councillors Contractors General public	Legal Obligation Consent	As Required
Contractors	Contact details Purchase history insurance documents	Contractors	Management (Proper Officer)	System hard drive - BPC Internet storage Mobile phone Storage files Archiving safe	Password protected devices No sharing of IT equipment. No unmonitored access to council resources	Management (Proper Officer) Financial Control Councillors	Legal Obligation Contractual Transparency	General information at end of customer relationship 6 years for financial information
Grant applications to the council	Persons' name Phone number Email address	Proper Officer Council	Management (Proper)	System hard drive - BPC Internet storage	Password protected devices	Management (Proper Officer)	Legal Obligation Contractual Transparency	3 years

	Postal address Bank details		Officer) Council	Mobile phone Storage files Archiving safe	No sharing of IT equipment. No unmonitored access to council resources	Financial Control Councillors		
Consent forms	Persons' name Phone number Email address Postal address Bank details	Resident Proper Officer Councillor Employee Contractor General public	Management (Proper Officer)	System hard drive - BPC Internet storage Mobile phone Storage files Archiving safe	Password protected devices No sharing of IT equipment. No unmonitored access to council resources	Management (Proper Officer)	Legal Obligation	As Required
Records of consent	Persons' name Phone number Email address Postal address Bank details	Resident Proper Officer Councillor Employee Contractor General public	Management (Proper Officer)	System hard drive - BPC Internet storage Mobile phone Storage files Archiving safe	Password protected devices No sharing of IT equipment. No unmonitored access to council resources	Management (Proper Officer)	Legal Obligation	As Required
Accident Book	Persons' name Phone number Email address Postal address Bank details	Resident Proper Officer Councillor Employee Contractor General public	Management (Proper Officer) Chair	System hard drive - BPC Internet storage Mobile phone Storage files Archiving safe	Password protected devices No sharing of IT equipment. No unmonitored access to council resources	Management (Proper Officer)	Legal Obligation	3 Years

Training requests	Persons' name Phone number Email address	Councillors Proper Officer	Management (Proper Officer)	System hard drive - BPC Internet storage Mobile phone Storage files Archiving safe	Password protected devices No sharing of IT equipment. No unmonitored access to council resources	Management (Proper Officer)	Legal Obligation	As Required
INFORMATION OUT								
Email out	Email address Persons' name Potential phone number & postal address	Resident Councillor Employee Contractor General public	Intended recipient Multiple recipients	Dedicated.gov.uk emails Mobile phone System hard drive - BPC Storage files Archiving safe	Password protected devices No sharing of IT equipment No unmonitored access to council resources Use of BCC when using multiple recipients	Management (Proper Officer) Councillors Contractors General public	Legal Obligation Contractual Public interest	As Required
Council contact details	Persons' name Postal address Email address	Resident Councillor Employee Contractor General public	Intended recipient	Dedicated.gov.uk emails Mobile phone System hard drive - BPC Storage files Archiving safe	No sharing of IT equipment No unmonitored access to council resources	Management (Proper Officer)	Legal Obligation Contractual Transparency	As Required
Minutes	Cllrs' names Proper Officer	Councillors Proper Officer	Councillors Proper Officer	Dedicated.gov.uk emails	No sharing of IT equipment	Legal Obligation	Legal Obligation Transparency	Indefinitely

	Chairs' signature		Website Noticeboards Resident's emails upon requests NNC archiving	Mobile phone System hard drive - BPC Storage files Archiving safe NNC Offices	No unmonitored access to council resources Use of BCC when using multiple recipients	Management (Proper Officer)		
Councillors register of interests	Persons' name Postal address	Councillors	Electoral Officer	System hard drive – BPC BPC Website Storage files Archiving safe NNC Offices or website	No sharing of IT equipment No unmonitored access to council resources BPC have no control over NNC practices with data supplied.	Legal Obligation	Legal Obligation Transparency	Term of Office
Bank mandate	Persons' name Persons' signature Proof of identity details	Proper Officer Selected Cllrs	Unity Trust Bank	System hard drive – BPC Storage files Archiving safe Unity Trust Bank Offices or website	No sharing of IT equipment No unmonitored access to council resources BPC have no control over NNC practices with data supplied.	Legal Obligation Financial Management of bank account	Legal Obligation Transparency	As Required
Grant request	Organisations name Organisations representative Contact details	Management (Proper Officer)	Provide successful grant to the parish council	System hard drive - BPC Internet storage Storage files Archiving safe	Password protected devices No sharing of IT equipment.	Management (Proper Officer) Financial Regulations Transparency	Legal Obligation Contractual Transparency	3 years

	Parish Council banking information				No unmonitored access to council resources			
Record of grants submissions	Organisations name Contact details Parish Council banking information	Organisations representative	Provide successful grant to the parish council	System hard drive - BPC Internet storage Storage files Archiving safe	Password protected devices No sharing of IT equipment. No unmonitored access to council resources	Management (Proper Officer) Financial Regulations Transparency	Legal Obligation	3 Years
Accident Book	Persons' name Phone number Email address Postal address Bank details	Resident Proper Officer Councillor Employee Contractor General public	Management (Proper Officer) Chair	System hard drive - BPC Internet storage Mobile phone Storage files Archiving safe	Password protected devices No sharing of IT equipment. No unmonitored access to council resources	Management (Proper Officer)	Legal Obligation HSE	3 Years
Training requests	Persons' name Phone number Email address	Councillors Proper Officer	Management (Proper Officer)	System hard drive - BPC Internet storage Mobile phone Storage files Archiving safe	Password protected devices No sharing of IT equipment. No unmonitored access to council resources	Management (Proper Officer) Transparency	Legal Obligation	As Required

EMPLOYMENT INFORMATION								
Clerks payroll Other employees	Contact details Bank details Pension details Tax details	Proper Officer Other employees	HMRC	System hard drive - BPC Internet storage Storage files Archiving safe	Password protected devices No sharing of IT equipment. No unmonitored access to council resources	Financial Regulations (Payroll)	Legal Obligation	As Required (Numerous years post-employment)
Clerks Personal File Other employees	Contact details Pay details Annual Leave Sick Leave Performance Qualifications Ethnicity Disability details Referee	Proper Officer Other employees	Proper Officer Chair	System hard drive - BPC Internet storage Storage files Archiving safe	Password protected devices No sharing of IT equipment. No unmonitored access to council resources	Legal Obligation Contractual Human Resources	Legal Obligation Contractual	6 years post-employment
Clerks' appraisals Other employees	Contact details	Proper Officer Other employees	Proper Officer Chair	System hard drive - BPC Internet storage Storage files Archiving safe	Password protected devices No sharing of IT equipment. No unmonitored access to council resources	Legal Obligation Contractual	Legal Obligation Contractual	6 years post-employment

Policy Control Sheet

Version:	01
Approved by:	Bulwick Parish Council
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Policy Owner:	Clerk - Helen Keech

Document History			
Version	Date of Review	Author	Note of revisions
01	May 2026	Clerk - HK	Adopted in Meeting 13.05.2026 (2605.115)

