

Adopted by East Keal Parish Council on 30.5.2018

| Council contact details |  |
|-------------------------|--|
| Contact name:           | Mrs E Martin   |
| Contact address:        | Rambles Fen Lane East Keal PE23 4AY  |
| Contact phone number:   | : 01790 752083   |
| Contact email:          | <a href="mailto:ekparishclerk@btinternet.com">ekparishclerk@btinternet.com</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                           | Management                                   | Public interest/legal obligation/contract | As long as necessary             |
| Phone message                          | Persons name and phone number                                       | Resident/councillor/employee            | 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            | 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                                | 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 ELDC                                   |  |                                    | Legal requirement                            | Legal obligation                          |                                  |
| Email service of agenda consent        | Name, email address   | Councillor                              | To clerk                                  | Hard copy/hard drive                   |                                    | Legal requirement                            | Legal obligation                          | Term of office                   |
| Planning applications                  | Name, address   | Resident                                | To clerk, council                         | Filing cabinet/hard drive              |                                    |  | Public interest                           |                                  |
| Photographs                            | Name, address   |   | Website/newsletter/archive                | Hard drive/filing cabinet              |                                    |  | Consent                                   |                                  |
| Consent forms                          | Name, address, telephone number, email                              |   | To clerk                                  | Hard drive/filing cabinet              |                                    | Management                                   |   |                                  |
| Record of consents                     | Name, address, telephone number, email                              |   | To clerk                                  | Hard drive/filing cabinet              |                                    | Management                                   |   |                                  |
| Emergency plan contacts                | Name, address, telephone number                                     |   | To clerk, council                         |  |                                    |  |   |                                  |
| Accident book                          | Name, address, telephone number                                     |   | To clerk, chairman                        |  |                                    | Legal requirement                            | Legal obligation                          | 3 years                          |
| Accident book (Workforce)              | Name, address, telephone number                                     | Workforce Co-ordinator, chairman,       |   | Filing Cabinet                         |                                    |  |   |                                  |
| Training requests                      | Name  | Clerk/councillor                        | To clerk, council                         | Hard drive/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/             |                                    | Management                                   | Contract                                  |                                  |
| Invoices sent via email                | Email address, persons name   |   | To intended recipients                    | Email/hard drive/filing cabinet        |                                    |  | 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          |         |
| 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/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       |  |                      |                          |         |
| <b>Employment information</b> |  |   |                                |                                 |  |                      |                          |         |
| 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/council         | Filing cabinet/hard drive       |  | Contract             | Contract                 | 6 years |
| Clerks appraisals             | Name   | Clerk                                   | Clerk/chairman/council         | Filing cabinet/hard drive       |  | Contract             | Contract                 | 6 years |