

Adopted by Scopwick and Kirkby Green Parish Council on 27th July 2021

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 and possibly phone number	Resident/councillor/contractor/professional bodies	To the intended recipient/council meeting	Email server/Onedrive/memory stick	Password	Management	Public interest/legal obligation/contract	As long as necessary
Phone message	Persons name and phone number	Resident/councillor/contractor	To the intended recipient	Voicemail	None	Management	Public interest/contract/legal obligation	Until actioned
Phone call	Persons name, phone number and possibly email address for follow up	Resident/councillor/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	Accounts file/email system/onedrive/memory stick	Password (none for accounts file)	Contracts	Contract/legal obligation/public interest	8 years
Letters	Persons name, address, possibly phone number	Public	To recipient and to council meeting (non-personalised)	Filing cabinet	None	Legal requirement	Legal obligation/public interest	As long as necessary
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet	None	Legal requirement	Legal obligation	Term of office
Councillors register of interests	Name, address	Councillor	To clerk	Onedrive/memory stick/council website	Password	Legal requirement	Legal obligation	Term of office
Email service of agenda consent	Name, email address	Councillor	To clerk	Onedrive/memory stick/council website	Password	Legal requirement	Legal obligation	Term of office
Planning applications	Name, address	Resident	To clerk, council	Onedrive/memory stick/email server	Password	Management	Public interest	3 years
Grant applications to the council	Name, address, telephone number, email, bank details	Resident	To clerk, council	Onedrive/memory stick/email server	Password	Management/Financial	Public interest	3 years
Information out								
Email out	Email address, persons name		To intended recipients	Email	Password		Contract/legal obligation/consent	As long as necessary
Minutes			To councillors, website	Onedrive/memory stick/email server/minute file	Password	Legal requirement	Public interest	Indefinitely
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Onedrive/memory stick/website	Password	Legal requirement	Legal obligation	Term of office
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Onedrive/memory stick/email server	Password	Financial/management	Contract/public interest	3 years
Training requests	Email address, persons name, address		LALC	email server	Password	Management	Public interest	3 years
Employment information								
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
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