

Reviewed by Maiden Newton Parish Council on 1st October 2020

Council contact details	
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DPO contact details	
Contact name:	
Contact address:	
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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?
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
Phone message	Persons name and phone number	Resident/councillor/employee/contractor	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/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	Filing cabinet/email system/hard drive	Password/locked filing cabinet	Sales	Contract/legal obligation/public interest	8 years
Newsletters		Resident/contractor	To recipient and to council meeting	Filing cabinet/email system/hard drive	Password/locked filing cabinet	Management	Contract/public interest	
Residents letters		Resident	To recipient and to council meeting	Filing cabinet	Password/locked filing cabinet		Legal obligation/public interest	
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet	Password/locked filing cabinet	Legal requirement	Legal obligation	
Councillors register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/website	Password/locked filing cabinet	Legal requirement	Legal obligation	
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive	Password/locked filing cabinet	Legal requirement	Legal obligation	Term of office
Allotment register	Name, address, telephone number	Resident	To clerk	Filing cabinet/hard drive	Password/locked filing cabinet	Management	Contract	
Allotment tenancy agreements	Name, address	Resident	To clerk	Filing cabinet	Password/locked filing cabinet	Management		
Planning applications	Name, address	Resident	To clerk, council	Filing cabinet/hard drive	Password/locked filing cabinet		Public interest	
Photographs	Name, address		Website/newsletter/archive	Hard drive/filing cabinet	Password/locked filing cabinet		Consent	
Lease agreements	Name, address, telephone number		To clerk, council, solicitor	Hard drive/filing cabinet	Password/locked filing cabinet	Management		12 years
Contractors insurance documents	Name, address, telephone number		To clerk	Hard drive/filing cabinet	Password/locked filing cabinet			6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Resident	To clerk, council	Hard drive/filing cabinet	Password/locked filing cabinet	Management/Financial	Public interest	3 years
Consent forms	Name, address, telephone number, email		To clerk	Hard drive/filing cabinet	Password/locked filing cabinet	Management		
Record of consents	Name, address, telephone number, email		To clerk	Hard drive/filing cabinet	Password/locked filing cabinet	Management		
Emergency plan contacts	Name, address, telephone number		To clerk, council	Hard drive/filing cabinet	Password/locked filing cabinet			
Accident book	Name, address, telephone number		To clerk, chairman		Password/locked filing cabinet	Legal requirement	Legal obligation	3 years
Training requests	Name	Clerk/councillor	To clerk, council	Hard drive/filing cabinet/email	Password/locked filing cabinet	Management	Legal obligation	
Information out								
Email out	Email address, persons name		To intended recipients	Email	Password		Contract/legal obligation/consent	
Invoices sent hard copy	Name and address		To intended recipients	Hard drive/filing cabinet	Locked filing cabinet	Management	Contract	
Invoices sent via email	Email address, persons name		To intended recipients	Email/hard drive/filing cabinet	Password		Contract	

Minutes			To councillors, website		Available to all	Legal requirement	Public interest	
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet/hard drive/website	Password/locked filing cabinet	Legal requirement	Legal obligation	
Emergency Plan contacts			To councillors, other agencies	Filing cabinet	Password/locked filing cabinet		Public interest	
Lease agreements			To recipient	Filing cabinet	Password/locked filing cabinet			12 years
Bank mandate			To relevant banks	Filing cabinet	Password/locked filing cabinet	Financial/management		
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive/filing cabinet/email	Password/locked filing cabinet	Financial/management	Contract/public interest	3 years
Record of grant submissions			To council	Filing cabinet	Password/locked filing cabinet			
Accident book	Name, address	Clerk, councillor, resident, contractor	To council/insurers	Hard copy/email	Password/locked filing cabinet	Health and Safety	Legal obligation	3 years
Training requests	Email address, persons name, address		To training provider	Hard drive/filing cabinet	Password/locked filing cabinet			
Employment information								
Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	Hard drive	Password/locked filing cabinet	Financial	Legal obligation	3 years
Clerks employment contract	Name, address	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive	Password/locked filing cabinet	Contract	Contract	6 years
Clerks appraisals	Name	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive	Not appraised	Contract	Contract	6 years