

Adopted by Walesby Parish Council on 14 May 2018

Council contact details	
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DPO contact details	
Contact name:	N/A at this time
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/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		Sales	Contract/legal obligation/public interest	8 years
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 clerk	Filing cabinet/WLDC website		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	WLDC website/ref number in book			Public interest	
Grant applications to the council	Name, address, telephone number, email, bank details	Resident	To clerk, council	Hard drive/filing cabinet		Management/Financial	Public interest	3 years
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		
<b>Information out</b>								
Email out	Email address, persons name		To intended recipients	Email			Contract/legal obligation/consent	

Council contact details			To LALC/website				Contract	
Minutes			To councillors, website			Legal requirement	Public interest	
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet/website		Legal requirement	Legal obligation	
Bank mandate			Lloyds			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

**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	Filing cabinet/hard drive		Contract	Contract	6 years

Version number	Purpose/change	Author	Date
0.1	Initial draft	LSS	05/03/2018
0.2	Customised		16/04/2018

Date Adopted. 14 May 2018 (minute 13)

Next review date: May 2019