

GDPR - Data Map

Adopted by Osmington Parish Council on 3rd September 2018

Council 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?
<b>Information in</b>								
Email in	Email address, persons name and possibly phone number	Resident/councillor/clerk/contractor	To the intended recipient/council meeting	Email server/hard drive	Password/encryption	Management	Public interest/legal obligation/contract	As long as necessary
Phone message	Persons name and phone number	Resident/councillor/clerk/contractor	To the intended recipient	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/clerk/contractor	To recipient	Written note	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 /email system/hard drive	Password/encryption	Contract	Contract/legal obligation/public interest	8 years
Residents letters	ne number and possibly email address	Resident	To recipient	Filing		Management	Public interest	As long as necessary
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing		Legal requirement	Legal obligation	Term of office
Councillors register of interests	Name, address	Councillor	To clerk	Filing /hard drive/website		Legal requirement	Legal obligation	Term of office
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive	Password/encryption	Legal requirement	Legal obligation	Term of office
Planning applications	Name, address	Resident	To clerk, council	Email system/hard drive	Password/encryption	Legal requirement	Public interest	Until actioned
Photographs	Name, address	Resident/councillor/clerk/contractor	Website/newsletter/archive	Hard drive/filing	Password/encryption	Management	Consent	As long as necessary
Contractors insurance documents	Name, address, telephone number	Contractor	To clerk	Hard drive/filing	Password/encryption	Legal requirement	Legal obligation	6 years
Consent forms	Name, address, telephone number, email	Councillor	To clerk	Hard drive/filing	Password/encryption	Management	Legal obligation	Term of office
Training requests	Name	Clerk/councillor	To clerk, council	Hard drive/filing/email	Password/encryption	Management	Legal obligation	Until actioned
<b>Information out</b>								
Email out	Email address, persons name	Resident/councillor/clerk/contractor	To intended recipients	Email	Password/encryption	Management	Contract/legal obligation/consent	As long as necessary
Invoices sent hard copy	Name and address	Councillor/clerk/contractor	To intended recipients	Hard drive/filing	Password/encryption	Management	Contract	
Invoices sent via email	Email address, persons name	Councillor/clerk/contractor	To intended recipients	Email/hard drive/filing	Password/encryption	Financial	Contract	
Council contact details	me, address, phone number and	Resident/councillor/clerk/contractor	clerk/contractor/resident/web	Hard drive/filing/website		Legal requirement	Contract	As long as necessary
Minutes	Councillor name	Resident/councillor/clerk	To councillors, website	Hard drive/filing/website		Legal requirement	Public interest	
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing/hard drive/website		Legal requirement	Legal obligation	Term of office
Bank mandate	Councillor name and signature	Clerk	To relevant banks	Filing		Financial/management		As long as necessary
Training requests	Email address, persons name, address	Clerk/councillor/contractor	To training provider	Hard drive/filing	Password/encryption	Management		Until actioned
<b>Employment information</b>								
Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	Hard drive	Password/encryption	Financial	Legal obligation	3 years
Clerks employment contract	Name, address	Clerk	Clerk/chairman/councillor	Filing/hard drive	Password/encryption	Contract	Contract	6 years
Clerks appraisals	Name	Clerk	Clerk/chairman/councillor	Filing/hard drive	Password/encryption	Contract	Contract	6 years