

DODDINGTON AND WHISBY PARISH COUNCIL

Data map

| Data controller | Data protection officer |
|---|-------------------------|
| Clerk to Council Mr J Kilcoyne 14 Gloucester Close, Bracebridge Heath, Lincoln, LN4 2TB 07905 733449 clerkdoddingtonwhisby@gmail.com | Not required |

| Information in | | | | | | | | | |
|------------------------------------|---|----------------------|--------------------------|-----------------------------------|---------------------------------------|---------------------------|-----------------------------|--|--|
| A | B | C | D | E | F | G | H | I | |
| Information type | What personal information is collected? | Category | Where does the data go? | Where and how is the data stored? | What security measures do you use? | Why do you need the data? | Lawful basis for processing | How long do you retain the data? | |
| Email in | Name Email | Resident Employee | Councillor Contractor | Recipient Council meeting | Email Hard drive Hard copy | Password encryption | Management | Public interest Legal obligation Contract | As long as necessary |
| Phone message | Name Telephone number | Resident Employee | Councillor Contractor | Recipient | Telephone system Written note | None | Management | Public interest Legal obligation Contract | Until actioned |
| Phone call | Name Telephone number | Resident Employee | Councillor Contractor | Recipient | N/a | None | Management | Public interest Legal obligation Contract | Until actioned |
| Invoices | Name Email Address Bank details | Contractor | | Recipient Council meeting | Email Hard drive Hard copy | | Contract | Public interest Legal obligation Contract | Last completed audit year Length of guarantee |
| Newsletters | | Resident Employee | Councillor Contractor | Recipient Council meeting | Email Hard copy Website Hard drive | | Management | Public interest Contract | |
| Letters | | Resident | | Recipient Council meeting | Scanned to hard drive | | | Public interest Legal obligation | As long as necessary |
| Acceptance of office | Name | Councillor | | Clerk | Hard copy | | Legal requirement | Legal obligation | Term of office |
| Register of interests | Name | Councillor | | Clerk | Email Hard drive | | Legal requirement | Legal obligation | |
| Consent to receive agenda by email | Name | Councillor | | Clerk | Email Hard drive | | Legal requirement | Legal obligation | Term of office |
| Planning applications | Name Address | Resident | | Clerk Council meeting | Hard drive | | | Public interest | |
| Photographs | Name Address | | | Website Newsletter Archive | Hard drive | | | Consent | |
| Lease agreements | Name Address Telephone number | | | Clerk Council Solicitor | Hard drive Hard copy | | Management | | 12 years |
| Contractors insurance documents | Name Address Telephone number | | | Clerk | Hard drive Hard copy | | | | 6 years |
| Grant applications to the council | Name Address Telephone number | Resident | | Clerk Council meeting | Hard drive Hard copy | | Management Financial | Public interest | 3 years |
| Consent forms | Name Address Telephone number | | | Clerk | Hard drive Hard copy | | Management | | |
| Record of consents | Name Address Telephone number | | | Clerk | Hard drive Hard copy | | Management | | |
| Emergency plan contacts | Name Address Telephone number | | | Clerk Council meeting | Hard drive Hard copy | | | | |
| Accident book | Name Address Telephone number | | | Clerk Chairman | | | Legal requirement | Legal obligation | 3 years |
| Training requests | Name | Clerk Councillor | | Clerk Council meeting | Hard drive | | Management | Legal obligation | |

DODDINGTON AND WHISBY PARISH COUNCIL

Data map

| Data controller | Data protection officer |
|---|-------------------------|
| Clerk to Council Mr J Kilcoyne 14 Gloucester Close, Bracebridge Heath, Lincoln, LN4 2TB 07905 733449 clerkdoddingtonwhisby@gmail.com | Not required |

| Information out | | | | | | | | |
|--------------------------|---|------------------|--|-----------------------------------|------------------------------------|---------------------------|--------------------------------------|----------------------------------|
| A | B | C | D | E | F | G | H | I |
| Information type | What personal information is collected? | Category | Where does the data go? | Where and how is the data stored? | What security measures do you use? | Why do you need the data? | Lawful basis for processing | How long do you retain the data? |
| Email out | Name Email | | Recipient | Email Hard drive | Password encryption | Management | Consent Legal obligation Contract | As long as necessary |
| Newsletter | Name Email | Resident | Recipient | | | | Consent | |
| Council contact details | Clerk nameemail Chairman name email | | Lincolnshire Association of Local Councils | | | | Contract | |
| Minutes | | | Councillors Website | | | Legal obligation | Public interest | In perpetuity |
| Register of interests | Name Address | Councillor | NKDC | Hard drive, hard copy | | Legal obligation | Public interest | Term of office |
| Emergency plan contacts | Name Address | | Council Other agencies | | | | Public interest | |
| Bank mandate | | | HSBC | | | Financial management | | |
| Grant request | Email Name Address Bank details | Clerk | Grant provider | Hard drive, hard copy | | Financial management | Contract Public interest | 3 years |
| Grant submissions record | | | Council | | | | | |
| Accident book | Name Address | | Council Insureres | Hard copy | | Health and safety | Legal obligation | 3 years |
| Training requests | Name Email | Clerk Councillor | Training provider | Hard drive | | | | |

DODDINGTON AND WHISBY PARISH COUNCIL

Data map

| Data controller | Data protection officer |
|---|-------------------------|
| Clerk to Council Mr J Kilcoyne 14 Gloucester Close, Bracebridge Heath, Lincoln, LN4 2TB 07905 733449 clerkdoddingtonwhisby@gmail.com | Not required |

| Employment information | | | | | | | | |
|------------------------|---|----------|--|-----------------------------------|------------------------------------|---------------------------|-----------------------------|----------------------------------|
| A | B | C | D | E | F | G | H | I |
| Information type | What personal information is collected? | Category | Where does the data go? | Where and how is the data stored? | What security measures do you use? | Why do you need the data? | Lawful basis for processing | How long do you retain the data? |
| Payroll | Name Address NI number Bank details | Employee | HMRC Payroll provider Enson provider | Hard drive | | Financial | Legal obligation | 3 years |
| Contract | Name Address | Employee | Employee Clerk Chairman | Hard drive Hard copy | | Contract | Contract | 6 years |
| Appraisal | Name | Employee | Employee Clerk Chairman | Hard drive Hard copy | | Contract | Contract | 6 years |
| | | | | | | | | |
| | | | | | | | | |

1 Version control and amendment history

| Date approved | Version Number | Revision / amendments made | Review date |
|---------------|----------------|----------------------------|-------------|
| March 2021 | 1.0 | New policy | March 2023 |
| | | | |