

Great Massingham Parish Council Data Map

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?
Email in/out	Email address, person's name and possibly phone number	Member of the public/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 call	Persons name, phone number and possible email address for follow up	Member of the public/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	email system/hard drive	Laptop password protected	Sales	Contract/legal obligation/public interest	7 years
Member of the public letters	Names, addresses, telephone no and email	Member of the public	To recipient and to council meeting	Filing cabinet	Laptop password protected / Filing cabinet locked	Unrequested	Legal obligation/public interest	Until actioned
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet	Locked cabinet	Legal requirement	Legal obligation	As long as necessary
Councillors register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/website	Laptop password protected / Filing cabinet locked	Legal requirement	Legal obligation	Term of office
Allotment Documents	Persons name, contact details,	Member of the public	To clerk	Filing cabinet/hard drive	Laptop password protected/Filing cabinet locked	Legal requirement	Legal obligation	As long as necessary
Planning applications	Name, address	Member of the public	To clerk, council	Hard drive	Laptop password protected	Consultation	Public interest	Until completed

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Photographs	Name, address	Member of the public/councillor/employee/contractor	Website/newsletter/archive	Hard drive	Laptop password protected / Filing cabinet locked	Public Record	Consent	As long as necessary
Electoral Roll	Names & Addresses	Member of the public	To Clerk	Hard drive	Laptop password protected / Filing cabinet locked	Public Record	Management	1 year when updated
Contractors insurance documents	Name, address, telephone number	Contractor	To clerk	Hard drive	Laptop password protected / Filing cabinet locked	Management	Contract	6 years
Grant /donation applications to the council	Name, address, telephone number, email, bank details	Member of the public	To clerk, council	Hard drive/filing cabinet	Laptop password protected / Filing cabinet locked	Management/ Financial	Public interest	3 years
Consent forms	Name, address, telephone number, email	Member of the public/Contractor/Cllr	To clerk	Hard drive/filing cabinet	Laptop password protected / Filing cabinet locked	Management	Contract	6 Years
Emergency plan contacts	Name, address, telephone number	member of the public/contractors	To clerk, council	Hard drive/filing cabinet	Laptop password protected / Filing cabinet locked	In case of emergency	Public Interest	Term of Plan
Accident book	Name, address, telephone number	any	To clerk, chairman	File	Locked cabinet	Legal requirement	Legal obligation	3 years
Minutes	names	Member of the public/Councillors	To councillors, website	Email/Hard drive/filing cabinet/ website	Laptop password protected / Filing cabinet locked	Legal requirement	Public interest	Indefinitely - passed to Archive
Bank mandate	Names, addresses and bank details	Clerk/Bank	To relevant banks	Hard drive/bank website	Bank security token and laptop password protected	Financial/management	Financial	As long as necessary
Fund request	Email address, name, address, bank details	Clerk	To fund provider	Hard drive/email/filing cabinet	Laptop password protected	Financial/management	Contract/public interest	3 years
Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/- Ewing	Hard drive	Laptop password	Financial	Legal obligation	3 years
Clerks	Name, address	Clerk	Clerk/chairman/	hard drive	Laptop password	Contract	Contract	6 years

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employment contract								
Clerks appraisals	Name	Clerk	Clerk/chairman/	Hard drive	Laptop password protected	Contract	Contract	6 years