

Council contact details							DP contact details							
Information Received, or Sent	Information type	What personal information (data) is collected?	Is there/could there be any Special Category Data? (Yes / No)	Category of individual	Is the Data in Electronic or Hardcopy format?	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 (LBP) choose 1 !	If LBP is Consent, can this be demonstrated?	If LBP is Legitimate Interest, then what is the reference for the LIA (Legitimate Interest Assessment) ?	Condition of Processing (if there is Special Category Data)	How long do you retain the data?
Received	Email in to info.wigpc@gmail.com or other councillor's email account	Email address, home address, persons name and possibly phone number	No	Resident/councillor/employee /contractor	electronic	To the intended recipient/council meeting	Email server/hard drive/hard copy	Password/encryption	Management	Public interest/legal obligation/contract				As long as necessary
Received	Phone message	Persons name, home address, and phone number	No	Resident/councillor/employee /contractor	electronic	To the intended recipient	Telephone system/written note	None	Management	Public interest/contract/legal obligation				Until actioned
Received	Phone call	Persons name, home address, phone number and possibly	No	Resident/councillor/employee /contractor	electronic	To recipient	N/A	None	Management	Public interest/legal obligation/contract				Until actioned
Received	Invoices	Persons name, email address, address, bank details	No	Contractor	electronic or hardcopy	To recipient and to council meeting	Filing cabinet/email system/hard drive		Sales	Contract/legal obligation/public interest				8 years
Received	Newsletters		No	Resident/contractor	electronic or hardcopy	To recipient and to council meeting	Filing cabinet/email system/hard drive		Management	Contract/public interest				
Received	Residents letters	Persons name, home address,	No	Resident		To recipient and to council meeting	Filing cabinet			Legal obligation/public interest				
Received	Councillors acceptance of office forms	Name	No	Councillor		To clerk	Filing cabinet		Legal requirement	Legal obligation				
Received	Councillors register of interests	Name, address	No	Councillor		To clerk	Filing cabinet/hard drive/cloud/website		Legal requirement	Legal obligation				
Received	Email service of agenda consent	Name, email address	No	Councillor		To clerk	Hard copy/hard drive/cloud		Legal requirement	Legal obligation				Term of office
Received	Planning applications	Name, address	No	Resident		To clerk, council	Filing cabinet/hard drive/cloud			Public interest				
Received	Photographs	Name, address	No				Website/newsletter/archive			Consent				
Received	Lease agreements	Name, address, telephone	No			To clerk, council, solicitor	Hard drive/cloud/filing cabinet		Management					12 years
Received	Contractors insurance	Name, address, telephone	No			To clerk	Hard drive/cloud/filing cabinet							6 years
Received	Grant applications to the council	Name, address, telephone number, email, bank details	No	Resident		To clerk, council	Hard drive/cloud/filing cabinet		Management/Financial	Public interest				3 years
Received	Consent forms	Name, address, telephone number, email	No			To clerk	Hard drive/cloud/filing cabinet		Management					
Received	Record of consents	Name, address, telephone number, email	No			To clerk	Hard drive/cloud/filing cabinet		Management					
Received	Emergency plan contacts	Name, address, telephone number	No			To clerk, council	Hard drive/cloud/filing cabinet							
Received	Accident book	Name, address, telephone number, medical issue	Yes			To clerk, chairman			Legal requirement	Legal obligation				3 years
Received	Training requests	Name	Yes	Clerk/councillor		To clerk, council	Hard drive/cloud/filing cabinet/email		Management	Legal obligation				
Sent	Email out	Email address, persons name				To intended recipients	Email			Contract/legal obligation/consent				
Sent	Invoices sent hard copy	Name and address				To intended recipients	Hard drive/filing cabinet/cloud		Management	Contract				
Sent	Invoices sent via email	Email address, persons name				To intended recipients	Email/hard drive/filing cabinet/cloud			Contract				
Sent	Newsletters	Email address, persons name, address		Residents		To intended recipients				Consent				
Sent	Council contact details					To Northants CALC				Contract				
Sent	Minutes					To councillors, website			Legal requirement	Public interest				
Sent	Councillors register of interests	Name, address		Councillor		To Electoral Officer	Filing cabinet/hard drive/cloud/website		Legal requirement	Legal obligation				
Sent	Emergency Plan contacts					To councillors, other agencies				Public interest				
Sent	Lease agreements					To recipient								12 years
Sent	Burials map					To undertakers								
Sent	Bank mandate					To relevant banks			Financial/management					
Sent	Grant request	Email address, persons name, address, bank details		Clerk		To grant provider	Hard drive/filing cabinet/cloud/email		Financial/management	Contract/public interest				3 years
Sent	Record of grant submissions					To council								
Sent	Accident book	Name, address		Clerk, councillor, resident, contractor		To council/insurers	Hard copy/email		Health and Safety	Legal obligation				3 years
Sent	Training requests	Email address, persons name, address				To training provider	Hard drive/filing cabinet/cloud							
No	Employment information / Clerks overall	Name, address, NI number, bank details	No	Staff (Clerk)		HMRC/payroll provider/pension provider	Hard drive		Financial	Legal obligation				3 years
No	Employment information / Clerk	Name, address	No	Staff (Clerk)		Clerk/chairman/staffing committee	Filing cabinet/hard drive		Contract	Contract				6 years
No	Employment information / Clerks commercial	Name	No	Staff (Clerk)		Clerk/chairman/staffing committee	Filing cabinet/hard drive		Contract	Contract				6 years