

Adopted by Beckingham Parish Council on 25th July 2018

| Council contact details | |
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| Contact name: | Terry Brown/Parish Clerk |
| Contact address: | 189 Belton Lane, Grantham NG319PL |
| Contact phone number: | 01476 516366 |
| Contact email: | clerkpc@beckinghamvillage.co.uk |

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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? |
| Information in | | | | | | | | |
| Email in | Email address, persons name and possibly phone number | Resident/councillor/employee/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/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 | hard drive | | Sales | Contract/legal obligation/public interest | 8 years |
| Newsletters | | Resident/contractor | To recipient and to council meeting | hard drive | | Management | Contract/public interest | |
| 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/hard drive/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 |
| Allotment register | Name, address, telephone number | Resident | To clerk | Filing cabinet/hard drive | | Management | Contract | |
| Allotment tenancy agreements | Name, address | Resident | To clerk | | | Management | | |
| Planning applications | Name, address | Resident | To clerk, council | Filing cabinet/hard drive | | | Public interest | |
| Photographs | Name, address | | Website/newsletter/archive | Hard drive/filing cabinet | | | Consent | |
| Contractors insurance documents | Name, address, telephone number | | To clerk | Hard drive/filing cabinet | | | | 6 years |
| 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 |
| Emergency plan contacts | Name, address, telephone number | | To clerk, council | Hard drive/filing cabinet | | | | |
| Accident book | Name, address, telephone number | | To clerk, chairman | | | Legal requirement | Legal obligation | 3 years |
| Training requests | Name | Clerk/councillor | To clerk, council | Hard drive/filing cabinet/email | | Management | Legal obligation | |
| Information out | | | | | | | | |
| Email out | Email address, persons name | | To intended recipients | Email | | | Contract/legal obligation/consent | |
| Invoices sent hard copy | Name and address | | To intended recipients | Hard drive/filing cabinet | | Management | Contract | |

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| Invoices sent via email | Email address, persons name | | To intended recipients | Email/hard drive/filing cabinet/cloud | | | Contract | |
| Newsletters | Email address, persons name, address | Residents | To intended recipients | | | | Consent | |
| Council contact details | | | To Northants CALC | | | | Contract | |
| Minutes | | | To councillors, website | | | Legal requirement | Public interest | |
| Councillors register of interests | Name, address | Councillor | To Electoral Officer | Filing cabinet/hard drive/website | | Legal requirement | Legal obligation | |
| Emergency Plan contacts | | | To councillors, other agencies | | | | Public interest | |
| Bank mandate | | | To relevant banks | | | 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 |
| Record of grant submissions | | | To council | | | | | |
| Accident book | Name, address | Clerk, councillor, resident, contractor | To council/insurers | Hard copy/email | | Health and Safety | Legal obligation | 3 years |
| Training requests | Email address, persons name, address | | To training provider | Hard drive/filing cabinet | | | | |
| 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/staffing committee | Filing cabinet/hard drive | | Contract | Contract | 6 years |
| Clerks appraisals | Name | Clerk | Clerk/chairman/staffing committee | Filing cabinet/hard drive | | Contract | Contract | 6 years |