

**Welton Parish Council**  
**GDPR - DATA MAP**

Adopted by Welton Parish Council on 10th May 2021

Council contact details	
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DPO contact details	
Contact name:	Lesley Sambrook Smith
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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/Employee/Supplier	To the intended recipient/council meeting	Email Server/Hard Drive/Hard Copy	Password Protected	Management	Public Interest/Legal obligation / contract	As long as is necessary
Phone message	Persons name and phone number	Resident/Councillor/Employee /Supplier	To the intended recipient	Telephone system/written note	None	Management	Public Interest/Legal obligation / contract	Until actioned
Phone call	Persons name, phone number and possibly email address for follow up	Resident/Councillor/Employee /Supplier	To recipient	Written note	None	Management	Public Interest/Legal obligation / contract	Until actioned
Invoice	Persons name, email address, address, bank details	Supplier	To council meeting	Filing system/email system	None	Sales	Contract/legal obligation/public interest	8 years
Letter from Resident	Persons name and address	Resident/Clerk/Councillor	To recipient and to council meeting	Filing system	None	Enquiry/Complaint	Legal obligation/public interest	
Councillors Acceptance of Office form	Name	Councillor	To Clerk	Filing system		Legal requirement	Legal obligation	
Councillors Register of Interests	Name, address	Councillor	To Clerk	Filing system/hard drive/cloud/website		Legal requirement	Legal obligation	
Planning Application	Name, address	Resident	To Clerk, council	Filing system/hard drive/cloud		Legal requirement	Public interest	
Photograph	Name, address	Clerk	Website/News & Views	Hard drive/cloud/filing cabinet	Password Protected	News & Views	Consent	
Supplier Insurance Document	Name, address, telephone number	Supplier	To Clerk	Hard drive/cloud/filing cabinet		Legal requirement		6 years
Training requests	Name	Clerk/Councillor	To Clerk, council	Hard drive/cloud/filing cabinet/email		Management	Legal obligation	
<b>Information Out</b>								
Email out	Email address, persons name	Clerk	To intended recipients	Email		Management	Contract/legal obligation/consent	
Invoice sent hard copy	Name and address	Clerk	To intended recipients	Hard drive/filing cabinet/cloud		Management	Contract	
Invoice sent via email	Email address, persons name	Clerk	To intended recipients	Email/hard drive/filing cabinet/cloud		Management	Contract	
Council Contact Details	Addresses / Phone Nos/Email Addresses	Councillor/Clerk	To Northants CALC			Legal requirement	Contract	
Agenda / Minutes		Councillor/Clerk	To councillors, website			Legal requirement	Public interest	
Councillors Register of Interests	Name, address	Councillor	To Electoral Officer	Filing system/hard drive/cloud/website		Legal requirement	Legal obligation	
Bank Mandate	Name, address, phone no.	Councillor	To relevant banks			Financial/management	Dual Control	
Training requests	Email address, persons name, address	Councillor/Clerk	To training provider	Hard drive/filing system/cloud		Management		
<b>Employment information</b>								
Clerks Payroll	Name, address, NI number, bank details	Clerk	HMRC/Payroll - CVS	Hard drive		Financial	Legal obligation	3 years
Clerks Employment Contract	Name, address	Clerk	Clerk/chairman/Finance Sub-Committee	Filing system/hard drive		Contract	Contract	6 years