

Welton Parish Council - GDPR - DATA MAP

Adopted by Welton Parish Council on: **13th October 2025**



Council contact details			
Contact name:	Julie Finlay	Previous Versions:	10/05/2021
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DPO contact details	
Contact name:	Lesley Sambrook Smith
Contact address:	Northants NCALC
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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/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, Company name, email address, address, bank details	Supplier	To council meeting	Filing system/email system	Password Protected when online	Sales	Contract/legal obligation/public interest	7 years
Letter from Resident	Persons name and address	Resident/Clerk/Councillor	To recipient and to council meeting	Hard Copy Filing system	None	Enquiry/Complaint	Legal obligation/public interest	Until actioned
Councillors Acceptance of Office form	Name	Councillor	To Clerk	Filing system and scanned to Hard Drive	Password Protected when online	Legal requirement	Legal obligation	1 year after councillor resigns
Councillors Register of Interests	Name, address	Councillor	To Clerk	Filing system/hard drive/cloud/website	Password Protected when online	Legal requirement	Legal obligation	1 year after councillor resigns
Planning Application	Name, address	Resident	To Clerk, council	Filing system/hard drive/cloud	Password Protected when online	Legal requirement	Public interest	N/A
Photograph	Name, address	Clerk	Website/News & Views	Hard drive/cloud/filing cabinet	Password Protected when online	News & Views	Consent	As long as is necessary
Supplier Insurance Document	Name, address, telephone number	Supplier	To Clerk	Hard drive/cloud/filing cabinet	Password Protected when online	Legal requirement	Legal obligation	7 years
Training requests	Name	Clerk/Councillor	To Clerk, council	Hard drive/cloud/filing cabinet/email	Password Protected when online	Management	Legal obligation	Until Actioned
Information Out								
Email out	Email address, persons name	Clerk	To intended recipients	Email	Password Protected when online	Management	Contract/legal obligation/consent	Until Action completed
Invoice sent hard copy	Name and address	Clerk	To intended recipients	Hard drive/filing cabinet/cloud	Password Protected when online	Management	Contract	7 years
Invoice sent via email	Email address, persons name	Clerk	To intended recipients	Email/hard drive/filing cabinet/cloud	Password Protected when online	Management	Contract	7 years
Council Contact Details	Addresses / Phone Nos/Email Addresses	Councillor/Clerk	To Northants CALC & West Northamptonshire Council	Email/hard drive/filing cabinet/cloud	Password Protected when online	Legal requirement	Contract	1 year after councillor resigns
Agenda / Minutes	Persons name, Company name, email address, address, bank details	Councillor/Clerk	To councillors, website	Email/hard drive/filing cabinet/cloud	Password Protected when online	Legal requirement	Public interest	As long as is necessary
Councillors Register of Interests	Name, address	Councillor	To WNC Electoral Officer	Filing system/hard drive/cloud/website	Password Protected when online	Legal requirement	Legal obligation	As long as is necessary
Bank Mandate	Name, address, phone no.	Councillor	To relevant banks	Filing system/hard drive/cloud/website	Password Protected when online	Financial/management	Dual Control	7 years
Training requests	Email address, persons name, address	Councillor/Clerk	To training provider	Filing system/hard drive/cloud/website	Password Protected when online	Management		Until Actioned

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Employment information								
Clerks Payroll	Name, address, NI number, bank details	Clerk	HMRC/Payroll - CVS	Hard drive		Financial	Legal obligation	7 years
Clerks Employment Contract	Name, address	Clerk	Clerk/chairman/Finance Sub-Committee	Filing system/hard drive		Contract	Contract	5 years after Clerk resignation