

CAYTHORPE

Parish Council



Council contact details	Clerk contact details
Contact name Kathryn Price Contact address 4 Cranmer Avenue Whatton Notts NG13 9FP Contact phone number 01949850637 Contact email: Pcclerkcaythorpe@gmail.com	Contact name Contact address Contact phone number Contact email

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
Information type	What personal information 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	Email address, person's name and possibly phone number	Resident/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 message	Persons name and phone number	Resident/councillor/ Employee/contractor	To the intended Recipient	Telephone system/ written note	None	Management	Public interest/legal obligation /contract	Until actioned
Phone call	Persons name and phone number	Resident/councillor/ Employee/contractor	To recipient	n/a	None	Management	Public interest/ Legal obligation/ Contract	Until actioned
Invoices	Person's name, address, email address, bank details	Contractor	To recipient and to council meeting	Filing cabinet/ email system/hard drive	Password/encryption/Locked cabinet	Management	Public interest/ Legal obligation/ contract	8 years
Newsletter		Resident/contractor	To recipient and to council meeting	Filing cabinet/email system/hard drive	Password/encryption/Locked cabinet	Management	Contract/ public interest	
Councillors Acceptance of Office forms	Name	Councillor	To clerk	Filing cabinet	Locked cabinet	Legal requirement	Legal obligation	
Resident's letter	Name, address, email address	Resident	To recipient and to council meeting	Filing cabinet	Locked cabinet		Legal obligation/ public interest	
Councillor's register of interest	Name, address	Councillor	To clerk	Filing cabinet/hard drive/cloud/ website	Password/encryption/Locked cabinet	Legal requirement	Legal obligation	
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive		Legal requirement	Legal obligation	Terms of office
Planning	Name, address	Resident	To clerk,	Filing cabinet/	Password/encr		Public interest	

applications			council	hard drive	ryption/Locked cabinet			
Photograph	Name, address	Councillor/Resident	Website/newsletter/archive	Hard drive/cloud/Filing cabinet	Password/encryption		consent	
Lease agreements	Name, address, phone number		To clerk/council/Solicitor	Hard drive/cloud/Filing cabinet	Locked cabinet	Management	Legal obligation	12 years
Consent forms	Name/address / telephone number/email	Councillor/Residents	To clerk	Hard drive/filing cabinet /cloud		Management		
Record of consents	Name, address, telephone number, email	Councillor/Residents	To clerk	Hard drive/cloud /filing cabinet	Password/encryption/Locked cabinet	Management		
Training requests	Name	Clerk/councillor	To clerk, council	Hard drive/cloud /filing cabinet /email	Password/encryption/Locked cabinet	Management	Legal obligation	
Information out								
Email out	Email address, person's name	Resident/councillor/Employee/contractor	To intended recipients	Email	Password/encryption/Locked cabinet	Contract /legal obligation /consent		
Invoices sent hard copy	Name and address	Resident/councillor/Employee/contractor	To intended recipients	Hard drive/filing cabinet /cloud	Password/encryption/Locked cabinet	Management	Contract	
Invoices sent via email	Person's name, email address	Resident/councillor/Employee/contractor	To intended recipients	Email/hard drive/filing cabinet	Password/encryption/Locked cabinet		Contract	

		ractor		/cloud				
Newsletters	Email address/person's name/address	Residents	To intended recipients	Password/encryption/Locked cabinet			Consent	
Council contact details	Name, address	Councillor	To Notts ALC	Password/encryption/Locked cabinet	Password/encryption/Locked cabinet	Legal requirement	Consent	
Minutes			To councillors /website	Password/encryption/Locked cabinet		Legal requirement	Public interest	
Councillors register of interests	Name, address	Councillor	To electoral officer	Filing cabinet/hard drive/cloud /website		Legal requirement	Legal obligation	
Bank mandate			To relevant banks			Financial/Management		
Training requests	Email address, person's name, address	Councillor	To training provider	Hard drive/filing cabinet /cloud	Password/encryption	Management	Consent	
Employment Information								
Clerk's payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	Hard drive	Password/encryption/Locked cabinet	Financial	Legal obligation	3 years
Clerk's employment contract	Name, address	Clerk	Clerk/Chairman	Filing cabinet/Hard drive	Password/encryption/Locked cabinet	Contract	Contract	6 years from expiry
Clerk's appraisals	Name	Clerk	Clerk/Chairman	Filing cabinet/hard drive	Password/encryption/Locked cabinet	Contract	Contract	6 years

Adopted 5 June 2018