

Adopted by Aston le Walls Parish Council on 10th May 2018

Council contact details	
Contact name:	Mrs Gillian Taylor
Contact address:	Timbercroft, Welsh Road, Aston le Walls, Daventry, Northants, NN11 6UD
Contact phone number:	01295 660363
Contact email:	clerk@astonlewallsparishcouncil.gov.uk

DPO contact details	
Contact name:	Northants CALC
Contact address:	6 Litchborough Business Park, Northampton Road, Litchborough, Northamptonshire, NN12 8JB
Contact phone number:	01327 831482
Contact email:	dpo@northantscalc.com

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 / hard copy	Computer & email passwords	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	Filing cabinet / email system / hard drive	Computer & Email passwords	Sales	Contract/legal obligation/public interest	8 years
Newsletters	Name, email address	Resident/contractor	To recipient and to council meeting	Filing cabinet / email system / hard drive	Computer & Email passwords	Management	Contract/public interest	TBA
Residents letters	Persons name, phone number and possibly email address for follow up	Resident	To recipient and to council meeting	Filing cabinet	None	Management	Legal obligation/public interest	TBA
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet / Minute book	None	Legal requirement	Legal obligation	TBA
Councillors register of interests	Name, address	Councillor	To clerk/SNC	Filing cabinet / hard drive / website	Computer, email, website passwords	Legal requirement	Legal obligation	TBA
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy / hard drive	Computer passwords	Legal requirement	Legal obligation	Term of office
Planning applications	Name, address	Resident	To clerk, council	Filing cabinet / hard drive	Computer passwords	TBA	Public interest	TBA
Photographs	Name, email address, address, phone number	Resident / councillor / employee / contractor	Website/newsletter/archive	Hard drive / filing cabinet	Computer passwords	TBA	Consent	TBA
Lease agreements	Name, address, telephone number	Resident / councillor / employee / contractor	To clerk, council, solicitor	Hard drive / filing cabinet	Computer passwords	Management	TBA	12 years
Contractors insurance documents	Name, address, telephone number	Contractor	To clerk	Hard drive / filing cabinet	Computer passwords	TBA	TBA	6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Resident	To clerk, council	Hard drive / filing cabinet	Computer passwords	Management/Financial	Public interest	3 years
Consent forms	Name, address, telephone number, email	Resident / councillor / employee / contractor	To clerk	Hard drive / filing cabinet	Computer passwords	Management	TBA	TBA
Record of consents	Name, address, telephone number, email	Resident / councillor / employee / contractor	To clerk	Hard drive / filing cabinet	Computer passwords	Management	TBA	TBA
Emergency plan contacts	Name, email address, address, phone number	Resident / councillor	To clerk, council	Hard drive / filing cabinet	Computer passwords	TBA	TBA	TBA
Accident book	Name, address, telephone number	Clerk, councillor, resident, contractor	To clerk, chairman	Hard drive / filing cabinet	Computer passwords	Legal requirement	Legal obligation	3 years
Training requests	Name	Clerk/councillor	To clerk, council	Hard drive / filing cabinet / email	Computer & Email passwords	Management	Legal obligation	TBA
Information out								
Email out	Email address, persons name	Clerk, councillor, resident, contractor	To intended recipients	Email	Email passwords	TBA	Contract/legal obligation/consent	TBA
Invoices sent hard copy	Name and address	Contractor	To intended recipients	Hard drive / filing cabinet	None	Management	Contract	TBA
Invoices sent via email	Email address, persons name	Contractor	To intended recipients	Email / hard drive / filing cabinet	Computer & Email passwords	TBA	Contract	TBA
Newsletters	Email address, persons name, address	Residents	To intended recipients	Email / hard drive / filing cabinet	Computer & Email passwords	TBA	Consent	TBA
Council contact details	Email address, persons name	Clerk, councillor	To Northants CALC	Email / hard drive / filing cabinet	Computer & Email passwords	TBA	Contract	TBA

Minutes	Name	Resident / councillor / employee / contractor	To councillors, website	Email / hard drive / minute book / website	Computer, email, website passwords	Legal requirement	Public interest	TBA
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet / hard drive / website	Computer, email, website passwords	Legal requirement	Legal obligation	TBA
Emergency Plan contacts	Name, email address, address, phone number	Clerk/councillors	To councillors, other agencies	Hard drive / filing cabinet	Computer passwords	TBA	Public interest	TBA
Lease agreements	Name, address, telephone number	Clerk	To recipient	Hard drive / filing cabinet	Computer passwords	TBA	TBA	12 years
Bank mandate	Name, bank details	Clerk	To relevant banks	Hard drive / filing cabinet	Computer passwords	Financial/management	TBA	TBA
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive / filing cabinet / email	Computer & Email passwords	Financial/management	Contract/public interest	3 years
Record of grant submissions	Email address, persons name, address, bank details	Clerk	To council	Hard drive / filing cabinet / email	Computer & Email passwords	TBA	TBA	TBA
Accident book	Name, address	Clerk, councillor, resident, contractor	To council/insurers	Hard copy / email	Email passwords	Health and Safety	Legal obligation	3 years
Training requests	Email address, persons name, address	Clerk/councillor	To training provider	Hard drive / filing cabinet	Computer passwords	TBA	TBA	TBA

Employment information

Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	Hard drive	2018 Secure drawer / computer passwords	Financial	Legal obligation	3 years
Clerks employment contract	Name, address	Clerk	Clerk/chairman/staffing committee	Filing cabinet / hard drive	Computer passwords	Contract	Contract	6 years
Clerks appraisals	Name	Clerk	Clerk/chairman/staffing committee	Filing cabinet / hard drive	Computer passwords	Contract	Contract	6 years