

Adopted by Everdon Parish Council on 14 May 2018

Council contact details	
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DPO contact details	
Contact name:	To be agreed by the Council on 14 May 2018
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 (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/contractor	To the intended recipient/council meeting	hard drive/hard copy	Password	Management	Public interest/legal obligation/contract	As long as necessary
Phone message	Persons name and phone number	Resident/councillor/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/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	None - public information (minutes)	Sales	Contract/legal obligation/public interest	8 years
Newsletters		Resident	To recipient	Filing cabinet/email system/hard drive	None - public information	Management	Contract/public interest	
Residents letters	Resident's name and address	Resident	To recipient and to council meeting	Filing cabinet	Filing cabinet		Legal obligation/public interest	Until matter is resolved
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet	None, public information	Legal requirement	Legal obligation	Term of office
Councillors register of interests	Name, address	Councillor	To clerk / District Council Monitoring Officer	Filing cabinet/hard drive/cloud/website	None, public information	Legal requirement	Legal obligation	Term of office
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive/cloud	Password	Legal requirement	Legal obligation	Term of office
Planning applications	Name, address	Resident	To clerk, council	hard drive/cloud	None, public information	Management	Public interest	1 year, original at Planning Office
Photographs	Name, address		Website/newsletter/archive	Hard drive/cloud/filing cabinet	None, public information	Website/newsletter	Consent	As long as necessary
Contractors' insurance documents	Name, address, telephone number		To clerk	Hard drive/cloud/filing cabinet	Password	Legal requirement	Legal obligation	6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Resident	To clerk, council	Hard drive/cloud/filing cabinet	None, public information	Management/Financial	Public interest	3 years
Emergency plan contacts	Name, address, telephone number	Resident, emergency services	Residents	Hard drive/cloud/filing cabinet	None, public information	For the benefit of residents	Public interest	Reviewed and updated regularly
Accident book	Name, address, telephone number	Contractors/employees	To clerk, chairman	Hard drive/cloud	Filing cabinet	Legal requirement	Legal obligation	3 years
Training requests	Name	Clerk/councillor	To clerk, council, training provider	Hard drive/cloud/email	None, public information	Management	Legal obligation	Term of office

Information out								
Email out	Email address, persons name	Residents, councillors, contractors, DDC/NCC	To intended recipients	Email	bcc if more than one recipient	Management	Contract/legal obligation/consent	Until matter is resolved
Invoices sent hard copy	Name and address	Contractors	To intended recipients	Hard drive/filing cabinet/cloud	None, public information	Management	Contract	8 years
Invoices sent via email	Email address, persons name	NCC Highways/contractors	To intended recipients	Email/hard drive/filing cabinet/cloud	bcc if more than one recipient	Management	Contract	8 years
Newsletters	hand delivered to residents	Residents	To intended recipients	filing cabinet	None, public information	Benefit of residents	Consent	Newsletters are kept Indefinitely
Council contact details	Address, email address, persons name & telephone number	Clerk & Councillors	To Northants CALC, DDC	website/hard drive	None, public information	Legal requirement	Contract	Term of office
Minutes	N/A	N/A	To councillors, website	website/hard drive	None, public information	Legal requirement	Public interest	Indefinitely
Councillors register of interests	Name, address	Councillors	To Electoral Officer	Filing cabinet/hard drive/cloud/website	None, public information	Legal requirement	Legal obligation	Term of office
Emergency Plan contacts	Address, email address, persons name & telephone number	Residents	To councillors, other agencies	hard drive/website	None, public information	For the benefit of residents	Public interest	Ongoing, updated regularly
Bank mandate	Name, address, bank details	Councillors	To relevant banks	hard drive	Password	Financial/management	Legal obligation	Term of office
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive/filing cabinet/cloud/email	Passwords	Financial/management	Contract/public interest	3 years
Accident book	Name, address	Clerk, councillor, resident, contractor	To council/insurers	Hard copy/email	Password/filing cabinet	Health and Safety	Legal obligation	3 years
Training requests	Email address, persons name, address	Northants CALC/ACRE/CPRE	To training provider	Hard drive/filing cabinet/cloud	Public information	Financial/management	Legal obligation	Term of office
Employment information								
Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC	Hard drive	Password/filing cabinet	Financial	Legal obligation	3 years
Clerks employment contract	Name, address	Clerk	Clerk/chairman/Finance Committee	Filing cabinet/hard drive	Password	Contract	Contract	6 years
Clerks appraisals	Name	Clerk	Clerk/chairman/Council	Filing cabinet/hard drive	Password	Contract	Contract	6 years

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