

Information type	What personal information (data) is collected?	Category of Individual	Destination of Data	Storage of Data	Security Measures	Processing Purpose	Lawful basis for processing	Period of document retention
Information in								
Email in	Email address, persons name and possibly phone number	Member of public/councillor/employee/contract or/organisation	To the intended recipient/council meeting	Email server/hard drive/hard copy	Password	Management	Public interest/legal obligation/contract	As long as necessary
Phone message	Persons name and phone number	Member of public/councillor/employee/contract or/organisation	To the intended recipient	Telephone system	Notes destroyed/emailed via password protected telephone/email system	Management	Public interest/contract/legal obligation	As long as necessary
Phone call	Persons name, phone number and possibly email address for follow up	Member of public/councillor/employee/contract or/organisation	To recipient	N/A	None	Management	Public interest/legal obligation/contract	Until actioned
Invoices	Persons name, email address, address, bank details	Supplier/Contractor	Purchaser/Finance Officer	Filing/email system/accounts software	Password protected software	Management	Contract/legal obligation/public interest	8 years
Quotations / Tenders	Persons name, email address, address, bank details	Supplier/Contractor	Purchaser/Finance Officer	Filing/email system/electronic file	Password protected office 365 suite	Management	Contract/legal obligation	Completion of Work/Project
Newsletter/consultation	Name, address, email, tel	Member of public/councillor/employee/contract or/organisation	To the intended recipient/data used for reporting	Secure electronic file	Password protected office 365 suite	Management	Public interest	As long as necessary
Residents letters	Name, address, email, tel	Resident	To recipient and to council meeting	PDF in electronic file	Password protected office 365 suite	Management	Legal obligation/public interest	As long as necessary
Councillors acceptance of office forms	Name	Councillor	Chief Officer/Deputy Chief Off	PDF in electronic file	Password protected office 365 suite	Legal requirement	Legal obligation	Term of office
Councillors register of interests	Name, address	Councillor	To Chief Officer/Deputy Chief Officer/Unitary Council Monitoring Officer	PDF in electronic file	Password protected office 365 suite	Legal requirement	Legal obligation	Term of office
Allotment register	Name, address, telephone number	Resident	To Chief Officer	Filing/allotment software/pdf in electronic file	Password protected office 365 suite and allotment software	Management	Contract	Until updated
Allotment tenancy agreements	Name, address	Resident	To Chief Officer	Filing/allotment software/pdf in electronic file	Password protected office 365 suite and allotment software	Management	Contract	Until termination of tenancy
Burials Register	Name, address, tel no	Resident	To Chief Officer	Locked fireproof filing cabinet/burials software	Password protected burials software on secure server	Management	Contract	Indefinitely
Exclusive Rights of Burial	Persons name, phone number and possibly email address for follow up	Resident	To Chief Officer	Locked fireproof filing cabinet/burials software	Password protected burials software on secure server	Management	Contract	Indefinitely
Memorial Applications	Name, address, tel no	Resident	To Chief Officer	Locked fireproof filing cabinet/burials software	Password protected burials software on secure server	Management	Contract	Indefinitely
Planning applications	Name, address	Applicant	To Chief Officer/Deputy Chief Officer	PDF in electronic file	Password protected office 365 suite	Management	Public interest	As long as necessary
Photographs	None	Any	Website/newsletter/archive	PDF in electronic file	Password protected office 365 suite	Management	Consent	As long as necessary
CCTV footage	Video/photograph	Any	CCTV Control	SIA secure electronic file	Password protected and encrypted	Management	Legal obligation	30 days
Lease Agreements	Name, address, tel no	Any	Chief Officer/Council/Legal	Secure electronic file	Password protected office 365 suite	Management	Contract	12 years
Contractors insurance documents	Name, address, telephone number	Supplier/Contractor/Trader	To Chief Officer	PDF in electronic file	Password protected office 365 suite	Management	Legal obligation	6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Local organisations	To Chief Officer, Council	PDF in electronic file	Password protected office 365 suite	Management	Public interest	3 years
Consent forms	Name, address, tel no	Any	To Chief Officer	Secure electronic file	Password protected office 365 suite	Management	Operational	As long as necessary
Record of consents	Name, address, tel no	Any	To Chief Officer	Secure electronic file	Password protected office 365 suite	Management	Operational	As long as necessary
Emergency Plan Contacts	Name, address, tel no	Any	To Chief Officer	Secure electronic file	Password protected office 365 suite	Management	Operational	As long as necessary
Accident book	Name, address, telephone number	Any	To Chief Officer	Hard copy	In locked cabinet	Legal requirement	Legal obligation	3 years
Market Trader Details	Name, address, contact no, email	Market Trader	To Chief Officer	Hard copy	In locked cabinet	Management	Contract	As long as necessary
Training requests	Name	Officer/Councillor	To Chief Officer, Council, Training provider	PDF in electronic file	Password protected office 365 suite	Management	Legal obligation	As long as necessary
Information out								
Email out	Email address, persons name	Any	To intended recipients	Email	Password protected office 365 suite	Management	Contract/legal obligation/consent	As long as necessary

Invoices sent hard copy	Name and address	Allotment tenants/Retailers	To intended recipients	PDF in electronic file	Password protected office 365 suite	Management	Contract	6 years
Invoices sent via email	Email address, persons name	Allotment tenants/Retailers	To intended recipients	PDF in electronic file	Password protected office 365 suite	Management	Contract	6 years
Newsletters	None	Residents	To intended recipients	PDF in electronic file	Password protected office 365 suite	Management	Public information	6 years
Council contact details	Name, address, telephone number	Councillors	Public domain	PDF in electronic file	Password protected office 365 suite	Management	Public information	Term of office
Minutes	Councillor/Attendee(s)	All	To councillors, website	Filing cabinet/hard drive/cloud/website	Password protected office 365 suite	Legal requirement	Public interest	Indefinitely
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet/hard drive/cloud/website	Password protected office 365 suite	Legal requirement	Legal obligation	Term of office
Emergency Plan Contacts	Name, tel no	Any	Chief Officer	PDF in electronic file	Password protected office 365 suite	Management	Legal obligation	As long as necessary
Lease Agreements	Name, address	Any	Chief Officer	PDF in electronic file	Password protected office 365 suite	Legal requirement	Legal obligation	12 years
Burials Map	None visible	Deceased	To Undertakers/Gravedigger	Locked fireproof filing cabinet/burials software	Password protected office 365 suite	Legal requirement	Legal obligation	Indefinitely
Bank mandate	Name, address	Chief Officer/Councillors	To relevant banks	PDF in electronic file	Password protected office 365 suite	Financial/management	Legal obligation	Term of office
Record of grant submissions	Email address, persons name, address, bank details	Local organisations	Council	PDF in electronic file	Password protected office 365 suite	Financial/management	Contract/public interest	3 years
Accident book	Name, address	Any	Chief Officer/Council	Hard copy in locked cabinet and PDF in electronic file	Password protected office 365 suite	Health and Safety	Legal obligation	3 years
Training requests	Email address, persons name	Any	To training provider	PDF in electronic file	Password protected office 365 suite	Transparency	Transparency	As long as necessary
Employment information								
Employees payroll	Name, address, NI number, bank details	Employees	HMRC/Payroll Provider/Pension provider	PDF electronic file	Password protected office 365 suite	Financial	Legal obligation	3 years
Employees employment contract	Name, address	Employees	Chief Officer/Chairman	PDF electronic file / locked cabinet	Password protected office 365 suite	Contract	Contract	6 years after ceasing employment
Employees appraisals	Name	Employees	Chief Officer	PDF electronic file / locked cabinet	Password protected office 365 suite	Contract	Management	6 years