

Adopted by **NORTON PARISH COUNCIL** ON 21 MAY 2019

Council contact details	
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DPO contact details	
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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; Other Local Authorities; Organisations	To the intended recipient/Council Meeting	Email server/hard drive	Password: Secure Home serving as office	Management	Public interest/legal obligation/contract	As long as necessary
Phone message	Persons name and phone number	Resident; Councillor; Employee; Contractor; Other Local Authorities; Organisations	To the intended recipient	Telephone system/email to councillor/s	Password: Secure Home serving as office	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; Other Local Authorities; Organisations	To recipient	Telephone system	Password	Management	Public interest/legal obligation/contract	Until actioned
Invoices	Persons name, email address, address, bank details	Contractor; Service Provider; Other Local Authority; Clerk; Deputy Clerk;	To recipient and to Council Meeting	Email system/hard drive/financial filing	Password: Secure Home serving as office	Provision of goods and services	Contract/legal obligation/public interest	8 years
Residents letters	Persons name; address; email address; telephone number	Resident	To recipient and to Council Meeting	Scans on hard drive/Filing	Password: Secure Home serving as office	Management	Legal obligation/public interest	As long as necessary
Councillors Acceptance of Office forms	Name	Councillor	To Clerk	Scans on hard drive/Filing	Password: Secure Home serving as office	Legal requirement	Legal obligation	
Councillors Register of Interests	Name, address	Councillor	To Clerk/ District Council Monitoring Officer	Scans on hard drive /filing	Password: Secure Home serving as office	Legal requirement	Legal obligation	
Planning applications	Name, address	Resident	To Clerk	Hard drive/cloud	Password	Management	Public interest	6 years
Photographs	Name, address	Clerk/Deputy Clerk/ Councillors/ Residents/ Contractors/ Service Providers/ Other Local Authorities	Website/archive	Hard drive/cloud	Password	Management	Consent	As long as necessary
Lease agreements	Name, address, telephone number	Parish Council/Organisations /Solicitors	To Clerk, Councillors, Solicitor	Hard drive/cloud/filing	Password: Secure Home serving as office	Management	Relevant Statute or General Power of Competence	12 years or for the term of the lease which ever is longer
Contractors insurance documents	Name, address, telephone number	Clerk/Councillors	To Clerk	Hard drive/cloud	Password: Secure Home serving as office	Legal requirement	Legal Obligation	6 years
Grant applications to the Council	Name, address, telephone number, email, bank details	Village Organisations	To Clerk, Councillors	Hard drive/cloud/filing	Password: Secure Home serving as office	Financial Management	Public interest	3 years
Emergency plan contacts	Name, address, telephone number	Councillors/residents	To clerk, Councillors	Hard drive/cloud	Password: Secure Home serving as office			
Information out								
Email out	Email address, persons name	Residents; Village Organisations; Contractors; Service Providers; Councillors.; Other Local Authorities	To Intended Recipients	Email	Password: Secure Home serving as office	Management	Contract/legal obligation/consent	As long as necessary
Invoices sent via email	Email address, persons name	Residents; Village Organisations; Contractors; Service Providers; Councillors.; Other Local Authorities	To Intended Recipients	Email/hard drive/cloud	Password/Secure Home serving as office	Financial Management	Contract	6 years
Council contact details	Name and email address	Councillors/Clerk/Field Caretakers/Volunteers	To Northants CALC, District Council, Village Newsletter, Website	Email/Hard drive/cloud	Password: Secure Home serving as office	Public Interest		

Minutes	Councillors, Clerk, Planning Applications, Financial matters, Village Organisations, Residents	Residents; Village Organisations; Contractors; Service Providers; Councillors.; Other Local Authorities	To Councillors, Website	Hard drive/website/hard copy	Password: Secure Home serving as office	Legal requirement	Public interest	Indefinitely
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Hard drive/cloud/DDC website	Password: Secure Home serving as office	Legal requirement	Legal obligation	Term of office
Emergency Plan contacts	Name/Address/Email/Phone Number	Councillor	To councillors, other agencies	Hard drive/cloud	Password: Secure Home serving as office	Management	Public interest	As long as appropriate
Lease agreements	Person name, address	Organisation	To recipient	Filing /hard drive	Password: Secure Home serving as office	Legal requirement	Relevant Statute or General Power of Competence	12 years or term of the lease whichever is longer
Bank mandate	Person Name, address, email, date of Birth	Councillors, Clerk	To relevant banks	Hard copy/filing	Secure Home serving as office	Financial/management	Legal Obligation	Term of office/responsibility
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive/filing cabinet/cloud/email	Password: Secure Home serving as office	Financial/management	Contract/public interest	3 years
Training requests	Email address, persons name, address	Councillor/Clerk	To training provider	Hard drive/cloud/email	Password: Secure Home serving as office	Management	Consent	As long as necessary
Employment information								
Clerk's payroll	Name, address, NI number, bank details	Clerk	Payroll provider/HMRC	Hard drive/email/cloud	Password: Secure Home serving as office	Financial	Legal obligation	3 years
Clerk's employment contract	Name, address	Clerk	Clerk/chairman	Hard drive/cloud	Password: Secure Home serving as office	Contract	Contract	6 years
Volunteers	Name and email address, bank details	Clerk	Clerk/councillors	Harddrive/email/cloud	Password: Secure Home serving as office	Management	Consent	As long as necessary