



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 out</b>								
Email out	Email address, persons name	sident/councillor/employee/contract	To intended recipients	Email	Password/encryption	Management	Contract/legal obligation/consent	2 years
Invoices sent hard copy	Name and address	sident/councillor/employee/contract	To intended recipients	Hard drive/filing cabinet/cloud	Password/encryption	Management	Contract	Last completed audit year
Invoices sent via email	Email address, persons name	sident/councillor/employee/contract	To intended recipients	Email/hard drive/filing cabinet/cloud	Password/encryption	Management	Contract	2 years
Council contact details	ame,/address/phone number/email address	Councillor/employee	To Northants CALC/residents	Filing cabinet/hard drive/cloud/website	Password/encryption	Management	Contract	Term of office
Agendas	Name/Address/emnail.phone number	Employee	To whole village	To councillors, website/noticeboard	Password/encryption	Legal requirement	Legal obligation	Indefinite
Minutes	Names	Councillor/employee	To councillors, website	Filing cabinet/hard drive/cloud/website	Password/encryption	Legal requirement	Public interest	Indefinite
PC Reports	Name	Councillor/employee	To wholte village	Filing cabinet/hard drive/cloud/website	Password/encryption	Management	Public interest	2 years
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet/hard drive/cloud/website	Password/encryption	Legal requirement	Legal obligation	Term of office
Emergency Plan contacts	Name/address/phone number	Councillor/Employee/resident	To councillors, other agencies	Filing cabinet/hard drive/cloud/website	Password/encryption	Management	Public interest	2 years
Lease agreements	Name and address	Councillors/employee	To recipient	Hard drive/filing cabinet/cloud/email	Password/encryption	Legal requirement	legal obligations/public interest	12 years
Bank mandate	Name/address/DOB	Councillor/C'lerk	To relevant banks	Hard drive/filing cabinet/cloud/email	Password/encryption	Financial/management	Legal obligation	Until actioned
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive/filing cabinet/cloud/email	Password/encryption	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/cloud/email	Password/encryption	Financial/management	Legal obligation	2 years
Training requests	Email address, persons name, address	Councillor/employee	To training provider	Hard drive/filing cabinet/cloud	Password/encryption	Management	Contract	Term of office/term of employment
<b>Employment information</b>								
Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	hard drive/cloud	Password/encryption	Financial	Legal obligation	3 years
Clerks employment contract	Name, address	Clerk	Clerk/chairman/staffing committee	hard drive/cloud	Password/encryption	Contract	Contract	6 years
Clerks appraisals	Name	Clerk	Clerk/chairman/staffing committee	hard drive/cloud	Password/encryption	Contract	Contract	6 years