

Sancreed Parish Council

Data Map

Data controller	Data protection officer
Parish Clerk clerk@sancreed-pc.gov.uk	Not required

Information in								
A Information type	B What personal information is collected?	C Category	D Where does the data go?	E Where and how is the data stored?	F What security measures are in place?	G Why do you need the data?	H Lawful basis for processing	I How long do you retain the data?
Email in	Name Email address	Resident Councillor Employee Contractor Other	Recipient Councillors	Hard drive	Password encryption	Operational Management	Public interest Legal obligation Contract	As long as necessary
Phone message	Name Telephone number	Resident Councillor Employee Contractor	Recipient	Telephone system Written note	Secure hard copy destruction	Operational Management	Public interest Legal obligation Contract	Until actioned
Phone call	Name Telephone number	Resident Councillor Employee Contractor	Recipient	N/a	None	Operational Management	Public interest Legal obligation Contract	Until actioned
Invoices	Name, Email Address Bank details	Contractor	Clerk Councillors	Hard drive Scribe Accounts Lloyds Bank	Password encryption	Contract	Public interest Legal obligation Contract	7 years
Letters & other documents	Contact Details	Resident Others	Recipient Councillors	Hard drive	Password Encryption	Public service, responding to enquiries	Public interest Legal obligation	As long as necessary
Acceptance of office	Name Email Address	Prospective Councillor	Clerk	Hard drive	Password Encryption	Legal requirement	Legal obligation	Term of office + 4 years
Planning applications	Name & Address	Resident	Clerk Councillors	Hard drive	Password Encryption	Operational Management	Public interest and to determine a recommendation to Cornwall Council	As long as necessary

Information In (cont.)								
A	B	C	D	E	F	G	H	I
Information type	What personal information is collected?	Category	Where does the data go?	Where and how is the data stored?	What security measures are in place?	Why do you need the data?	Lawful basis for processing	How long do you retain the data?
Emergency plan contacts	Name, address Email Address Telephone number	Resident Contractor Volunteers	Clerk Councillors	Hard drive Paper copy - confidential	Data shared by consent, hard copy in semi-secure location. Password encryption.	Operational Management	Public Interest	As long as relevant
Accident book	Name Address Telephone number	Resident Clerk Councillor	Clerk Chairman	Hard drive	Locked file in Clerk's home	Legal requirement	Legal obligation	3 years or as long as necessary
Training requests	Name	Clerk Councillor	Clerk Council meeting	Hard drive	Password Encryption	Management	Legal obligation	As long as relevant
Grant applications to the council	Name Address Telephone number Bank details	Resident/group	Clerk Council meeting	Hard drive Hard copy	Password Encryption	Financial Management	Public interest	7 years
Contractors' insurance documents	Name Address Telephone number	Contractor	Clerk	Hard drive	Password Encryption	Operational Management	Legal obligation	6 years

Information out								
A	B	C	D	E	F	G	H	I
Information type	What personal information is collected?	Category	Where does the data go?	Where and how is the data stored?	What security measures do you use?	Why do you need the data?	Lawful basis for processing	How long do you retain the data?
Email out	Name Email address	Residents Councillors Others	Recipient	Hard drive	Password Encryption	Operational Management	Consent Legal obligation Contract	As long as necessary
Council contact details	Name, address, telephone numbers	Clerk Councillors	Cornwall Association of Local Councils Cornwall Council	Hard drive	Password Encryption	Legal Requirement	Contract	As long as relevant
Register of interests	Name Address	Councillor	Cornwall Council	Hard drive Website (unless sensitive)	Password Encryption	Legal obligation	Public interest	Term of office + 1 year
Emergency plan contacts	Name Address	Resident	Council Other agencies	Hard drive	Password Encryption. Hard copy marked confidential, limited circulation. Secure storage.	Operational Management	Public interest	As long as relevant
Bank mandate	Name Address	Councillor	Lloyds Bank	Hard drive	Password Encryption	Financial Management	Financial Management	Term of office
Accident book	Name Address	Clerk Councillors	Council Insurers	Hard drive	Password Encryption	Operational Management Health and safety	Legal obligation	3 years
Training requests	Name	Clerk Councillor	Council Training provider	Hard drive	Password Encryption	Operational Management	Contract	As long as relevant

Employment Information								
A	B	C	D	E	F	G	H	I
Information type	What personal information is collected?	Category	Where does the data go?	Where and how is the data stored?	What security measures do you use?	Why do you need the data?	Lawful basis for processing	How long do you retain the data?
Payroll	Name , Address, NI number, bank details	Employee	HMRC Pension provider Clerk	Hard drive	Password Encryption	Financial	Legal obligation	7 years
Contract	Name Address	Employee	Employee Clerk Chairman	Hard drive	Password Encryption	Contract	Contract	6 years after left employ.

Appraisal	Name	Employee	Employee Chairman	Hard drive	Password Encryption	Contract	Contract	6 years
Personnel	Name, address, email, personal employment history.	Prospective employees Employee	Staffing Committee Council	Hard drive	Password Encryption	Contract Management	Contract	Unsuccessful candidates 6 months after interview. Employee -6 yrs after end of contract

Councillors								
A	B	C	D	E	F	G	H	I
Information type	What personal information is collected?	Category	Where does the data go?	Where and how is the data stored?	What security measures do you use?	Why do you need the data?	Lawful basis for processing	How long do you retain the data?
Application for Co-Option	Contact details and reasons for wanting to be a councillor.	Reference	Internal council use	Hard drive	Password Encryption Secure paper record destruction	Public Task - to decide on co-option.	Legal obligation	At end of term of office, or after 6 months if unsuccessful.
Declaration of Interests Forms	Pecuniary and other interests of councillors	Reference	Cornwall Council Monitoring Officer	Hard drive	Password Encryption Secure paper record destruction	Public Task – to advise public of interests	Legal obligation	Term of office + 1 year.
Contact List of Councillors Details	Name, telephone number	Reference	Website, noticeboards	Hard drive	Password Encryption	Public Task – so parishioners can contact their representatives	Public Task	At end of term of office.