

Adopted by Eagle & Swinethorpe Parish Council on 28.06.2023

Council contact details	
Contact name:	Rachel Popplewell
Contact address:	5 Kestrel Rise, Eagle, Lincoln
Contact phone number:	
Contact email:	<a href="mailto:parish.clerk@eagle-swinethorpe-pc.gov.uk">parish.clerk@eagle-swinethorpe-pc.gov.uk</a>

DPO contact details	
Contact name:	
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/employee/contractor	To the intended recipient/council meeting	Email server/hard drive/hard copy	Password/encryption	Management	Public interest/legal obligation/contract	As long as necessary
Phone message	Persons name and phone number	Resident/councillor/employee/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/employee/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	key locked cabinet	Sales	Contract/legal obligation/public interest & VAT	6 years - VAT
Residents letters		Resident	To recipient and to council meeting	Filing cabinet	key locked cabinet		Legal obligation/public interest	Until actioned
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet	key locked cabinet/password	Legal requirement	Legal obligation	whilst in office
Councillors register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/website	key locked cabinet	Legal requirement	Legal obligation	whilst in office
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive		Legal requirement	Legal obligation	Term of office
Field/Land register	Name, address, telephone number	Resident	To clerk	Filing cabinet/hard drive	Key locked cabinet	Management	Contract	while contract is relevant
Field/land agreements	Name, address	Resident	To clerk	Filing cabinet/hard drive	Key locked cabinet/password	Management	Contract	while contract is relevant
Planning applications	Name, address	Resident	To clerk, council meeting	Filing cabinet/hard drive	Key locked cabinet/password	management	Public interest	Until actioned
Contractors insurance documents	Name, address, telephone number		To clerk	Hard drive/filing cabinet	Key locked Cabinet	Health and Safety	Public Interest	6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Resident	To clerk, council	Hard drive/filing cabinet	Key locked cabinet	Management/Financial	Public interest	3 years
Consent forms	Name, address, telephone number, email		To clerk	Hard drive/filing cabinet	Key locked cabinet	Management	Legal obligation	5 years
Record of consents	Name, address, telephone number, email		To clerk	Hard drive/filing cabinet	Key locked cabinet	Management	Legal obligation	5 years
Emergency plan contacts	Name, address, telephone number		To clerk, council	Hard drive/filing cabinet	Key locked drive	Health and Safety	Public Interest	while contacts relevant
Accident book	Name, address, telephone number		To clerk, chairman			Legal requirement	Legal obligation	3 years
Training requests	Name	Clerk/councillor	To clerk, council	Hard drive/cloud/filing cabinet/email	Key locked drive/filing cabinet/password	Management	Legal obligation	Until actioned

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<b>Information out</b>								
Email out	Email address, persons name		To intended recipients	Email	Password/encryption	Management	Contract/legal obligation/consent	while relevant
Invoices sent hard copy	Name and address		To intended recipients	Hard drive/filing cabinet		Management	Contract/VAT	6 years
Invoices sent via email	Email address, persons name		To intended recipients	Email/hard drive/filing cabinet		Management	Contract/VAT	6 years
Council contact details			To Lincs LALC	email/hard drive/website		management	Obligation	duration of office
Minutes			To councillors, website	Hard drive/website/filingcabinet	Password/key locked cabinet	Legal requirement	Public interest	Indefinite/archive
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet/hard drive/website	password/locked cabinet	Legal requirement	Legal obligation	duration of office
Emergency Plan contacts			To councillors, other agencies		locked cabinet	Health and Safety	Public interest	while relevant
Bank mandate			To relevant banks			Financial/management	Financial	while relevant
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive/filing cabinet/email	password/locked cabinet	Financial/management	Contract/public interest	3 years
Record of grant submissions			To council	filing cabinet	locked cabinet	Management	Public interest	3 years
Accident book	Name, address	Clerk, councillor, resident, contractor	To council/insurers	Hard copy/email	locked cabinet/password	Health and Safety	Legal obligation	3 years
Training requests	Email address, persons name, address		To training provider	Hard drive/filing cabinet		Management	Contract	Until actioned
<b>Employment information</b>								
Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	Hard drive/filing cabinet	passwords	Financial	Legal obligation	3 years
Clerks employment contract	Name, address	Clerk	Clerk/PC committee	Filing cabinet/hard drive	locked cabinet	Contract	Contract	6 years
Clerks appraisals	Name	Clerk	Clerk/PC Committee	Filing cabinet/hard drive	locked cabinet	Contract	Contract	6 years
Litter Pickers Payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll /pension provider	Hard drive/filing cabinet	passwords	Financial	Legal obligation	3years
Litter Pickers employment contract	Name, address	Clerk	Clerk/PC committee	Filing cabinet/harddrive	locked cabinet	Contract	Contract	6 years
Litter Picker appraisals	name	Clerk	Clerk/PC committee	filing cabinet/hard drive	locked cabinet	contract	management	6years