

Adopted by Charlcombe Parish Council on 17 Jul 18

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	To clerk/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	Resident/councillor	To clerk/councillor	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	To clerk/councillor	N/A	None	Management	Public interest/legal obligation/contract	Until actioned
Invoices	Persons name, email address, address, bank details	Contractor/Supplier	To clerk and to council meeting	Filing cabinet/email system/hard drive		Financial Management	Contract/legal obligation/public interest	6 years
Residents' letters		Resident	To clerk and to council meeting	Filing cabinet			Legal obligation/public interest	As long as necessary
Councillors' acceptance of office forms	Name	Councillor	To clerk	Filing cabinet		Legal requirement	Legal obligation	6 years
Councillors' register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/website		Legal requirement	Legal obligation	6 years
Planning applications	Name, address	Resident	To clerk, council	Filing cabinet/hard drive			Public interest	As long as necessary
Training requests	Name	Clerk/councillor	To clerk, council	Hard drive/filing cabinet/email		Management	Legal obligation	6 years
Information out								
Email out	Email address, persons name		To intended recipients	Email			Legal obligation/public interest	As long as necessary
Councillor's contact details	Name and phone no		website and notice boards	hard drive, filing cabinet		Management	Public interest	Term of Office
Minutes			To councillors, website			Legal requirement	Public interest	Indefinite
Councillor's register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/website		Legal requirement	Legal obligation	6 years
Employment information								
Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	Hard drive		Financial	Legal obligation	3 years
Clerks employment contract	Name, address	Clerk	Clerk/chairman	Filing cabinet/hard drive		Contract	Contract	6 years
Clerks appraisals	Name	Clerk	Clerk/chairman	Filing cabinet/hard drive		Contract	Contract	6 years