

Preston Parish Council GDPR Data Map – September 2022

Adopted 09/2022

Council Contact Details	
Contact name:	Lisa Lathane - Clerk & RFO
Contact address:	Keepers Cottage, Whitehall Lane, Kings Walden, Hitchin, SG4 8JZ
Contact number:	07887 875442
Contact email:	prestonclerk@gmail.com

DPO contact details	
Contact name:	As for Council details
Contact address:	
Contact 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?
Information in								
E-mail in	Email address, persons name (contact no. possible)	Resident/Councillor/Employee/ Contractor	To Recipient and to Council Meeting	Email Server/Dropbox/ Hard Copy (where necessary)	Password/Encryption	Management	Public Interest/Legal Obligation/Contract	As long as necessary
Phone Message	Persons name and contact number	Resident/Councillor/Employee/ Contractor	To Recipient	Telephone System/Written Note	Shred all written notes	Management	Public interest/contract/legal obligation	Until actioned
Phone Call	Persons name, contact no. possibly email address (for follow up)	Resident/Councillor/Employee/ Contractor	To Recipient	N/A	N/A	Management	Public interest/legal obligation/contract	Until actioned
Invoices	Persons name, email address, address, bank details	Contractor	To Recipient and to Council Meeting	Files/E-mail System/ Drive Hard	N/A	Sales	Contract/legal obligation/public interest	8 years
Residents Letters	Persons name and contact number	Resident	To Recipient and to Council Meeting	Correspondence File	Shred once expired	Transparency	Legal obligation/public interest	N/A
Cllrs Acceptance of Office Forms	Name	Councillor	To Clerk	Files	Shred once expired	Legal requirement	Legal Obligation	Term of office
Cllrs Register of Interests	Name, address	Councillor	To Clerk	Files/Hard Drive/Website	Shred once expired	Legal requirement	Legal Obligation	Term of office
Email service of agenda consent	Name, email address	Councillor	To Clerk	Hard Copy/Dropbox	N/A	Legal requirement	Legal Obligation	Term of office
Planning Applications	Name, address	Resident	To Clerk, Council	Files/Dropbox	Shred once expired	Consultee	Public interest	N/A
Photographs	Name, address	Various sources	Website/newsletter/ archive	Dropbox/Files	N/A	Management	Consent	N/A
Lease Agreements	Name, address, contact no.	Lease Holder	To Clerk, Council, Solicitor	Dropbox/Files	N/A	Management	Legal Obligation	12 years
Contractors Insurance Documents	Name, address, contact no.	Contractor	To Clerk	Dropbox/Files	Shred once expired	Management/Financial	Legal Obligation	6 years
Consent Forms	Name, address, contact no., email	Resident/Councillor/Employee/ Contractor	To Clerk	Dropbox/Files/Mailchimp	Shred once expired	Management	Legal Obligation	As long as necessary
Record of Consents	Name, address, contact no., email	Resident/Councillor/Employee/ Contractor	To Clerk	Dropbox/Files	Shred once expired	Management	Legal Obligation	As long as necessary
Emergency Plan (Contacts)	Name, address, contact no.	Resident/Councillor/Employee/ Contractor	To Clerk, Council	Dropbox/Files	Shred once expired	Management	Public Safety	As long as necessary
Accident Forms	Name, address, contact no.	Resident/Councillor/Employee/ Contractor	To Clerk	Files	N/A	Legal Requirement	Legal Obligation	3 years
Training Requests	Name	Clerk/Councillor	To Clerk	Dropbox/Files/ E-mail	N/A	Management	Legal Obligation	As long as necessary
Information out								
Email 'Out'	Email address, persons name	Resident/Councillor/Employee/ Contractor	To Intended Recipients	Email	Delete once expired	Management	Contract/Legal Obligation/Consent	As long as necessary
Invoices sent hard copy	Name and address	Service Recipient	To Intended Recipients	Dropbox/Files	Shred once expired	Management	Contract	6 years
Invoices sent via email	Email address, persons name	Service Recipient	To Intended Recipients	E-mail/Dropbox/Files	Delete once expired	Management	Contract	6 years

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Council Contact Details	Councillor/Staff	All	To North Herts Council		N/A	Legal Requirement	Contract	As long as necessary
Minutes	Councillor/Attendee(s)	All	To Councillors, Website	Files/Dropbox	N/A	Legal Requirement	Public Interest	Indefinitely
Cllrs Register of Interests	Name, address	Councillor	To Electoral Officer	Files/Hard Drive/Website	Delete once expired	Legal Requirement	Legal Obligation	As long as in office
Lease Agreements	Email address, persons name, address	Lease Holder	To Recipient	Files	N/A	Legal Requirement	Legal Obligation	12 years
Bank Mandate	Appointed Signatories	Councillor	To Appointed Bank	Files	Delete once expired	Financial/Management	Financial/Management	As long as necessary
Accident Forms	Name, address	Clerk, Councillor, Resident, Contractor	To Council Insurers	Hard Copy/E-mail	N/A	Health and Safety	Legal Obligation	3 / 7 years
Training requests	Email address, persons name, address	Councillor / Staff	To Training Provider	Dropbox/Files	N/A	Transparency	Transparency	As long as necessary
Employment information								
Staff Payroll	Name, address, NI number, bank details	Clerk	HMRC/Payroll Software Provider/ Pension Provider	Dropbox	Delete once expired	Financial	Legal Obligation	3 years
Staff Employment Contracts	Name, address	Clerk	Clerk/Chairman/ Personnel Committee	Files/Dropbox	Delete once expired	Contract	Contract	6 years
Staff Appraisals	Name	Clerk	Clerk/Chairman/ Personnel Committee	Files/Dropbox	Delete once expired	Contract	Contract	6 years