

TormartonParish Council Data Map

Council contact details								
Contact name: Clerk Contact address: Contact phone number: Contact email: clerk@tormarton-pc.gov.uk								
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 / employee / contractor	To the intended recipient/council meeting	Email server/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	Note shredded when dealt with	Management	Public interest / legal obligation / contract	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 / Onedrive cloud storage / Scribe Accounts software	Laptop password protected / Filing cabinet locked / 2 factor authentication	Sales	Contract / legal obligation / public interest	8 years
Newsletters	Group contact names, telephone and email	Resident /contractor / local community groups	To recipient and to council meeting	Email system / Onedrive cloud storage	Laptop password protected	Management	Contract / public interest	As long as necessary
Residents' letters	Names, addresses, telephone no and email	Resident	To recipient and to council meeting	Onedrive cloud storage	Laptop password protected	Unrequested	Legal obligation/public interest	Until actioned
Councillors acceptance of office forms	Name	Councillor	To clerk	Onedrive cloud storage	Laptop password protected	Legal requirement	Legal obligation	As long as necessary
Councillors register of interests	Name, address	Councillor	To clerk	Website / Onedrive cloud storage	Laptop password protected	Legal requirement	Legal obligation	Term of office
Planning applications	Name, address	Resident	To clerk, council	Onedrive cloud storage / Website	Laptop password protected / website password protected	Consultation	Public interest	Until completed
Photographs	Visual representation of individual	Resident/councillor/ employee/contractor	Website/newsletter/archive	Website / Onedrive cloud storage / filing cabinet	Laptop password protected / Filing cabinet locked	Public Record	Consent	As long as necessary
Electoral Roll	Names & Addresses	Residents	To Clerk	Email storage / Onedrive cloud storage	Laptop password protected / document password protected	Public Record/ Management	Management	1 Year
Contractors insurance documents	Name, address, telephone number	Contractor	To clerk	Onedrive cloud storage	Email storage / Onedrive cloud storage	Management	Contract	6 years

Grant applications to the council	Name, address, telephone number, email, bank details	Local community organisations / charities	To clerk, council	Onedrive cloud storage / Website	Laptop password protected / website password protected	Management/ Financial	Public interest	6 years
Consent forms	Name, address, telephone number, email	Resident/Contractor/CLr	To clerk	Email storage / Onedrive cloud storage	Laptop password protected	Management	Consent	As long as necessary
Information out								
Email out	Email address, persons name	Resident/Contractor/CLr/ employee	To intended recipients	Email system / Onedrive cloud storage	Laptop password protected	Management	Contract/legal obligation/consent	As long as necessary
Invoices sent via email	Email address, persons name	Contractor / Advertiser/ Allotment tenants	To intended recipients	Email system / Onedrive cloud storage / Scribe accounts software	Laptop password protected / two factor authentication	Financial	Contract	As long as necessary
Newsletters	Email address, persons name, address	Residents	To intended recipients	Website / Onedrive cloud storage / email system	Laptop & website password protected	Consent/Publishing	Consent	As long as necessary
Council contact details	Email address, persons name, address	residents/contractors	To intended recipients	Onedrive/website	Laptop password protected	Management	Contract	As long as necessary
Minutes	Names of councillors, employees & contractors	Councillors, employees, contractors	To councillors, website	Email / Hard copy / website	Laptop password protected / website password protected	Legal requirement	Public interest	Indefinitely - passed to Archive
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Website / Onedrive cloud storage / email system	Laptop password protected / website password protected	Legal requirement	Legal obligation	Term of office
Bank mandate	Names, addresses and bank details	Clerk/Bank	To relevant banks	Hard drive/bank website	Bank security token and laptop password protected	Financial/management	Financial	As long as necessary
Employment information								
Staff payroll	Name, address, NI number, bank details	Employees	HMRC/payroll provider/pension provider	Onedrive cloud storage, HMRC Basic PAYE Tools, Scribe accounts software, bank's own secure system	Laptop password protected / Filing cabinet locked / 2 factor authentication	Financial	Legal obligation	3 years
Staff employment contracts	Name, address	Employees	Clerk /staffing committee /appointed HR provider	Filing cabinet / Onedrive cloud storage / email system	Laptop password protected / Filing cabinet locked	Contract	Contract	6 years
Staff appraisals	Name	Employees	Clerk /staffing committee /appointed HR provider	Onedrive cloud storage / email system	Laptop password protected	Contract	Contract	6 years