

GDPR Data Map
Adopted by Blisworth Parish Council on 04/04/2022

Council contact details

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Data Protection Officer (DPO): contact details

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Information in

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?
Email in	Email address, Person's name and possibly phone number	Resident/councillor/employee/contractor	To the intended recipient/council meeting	Email server/hard drive/hard copy	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management	Public interest/legal obligation/contract	As long as necessary
Phone message/text	Person's name and phone number	Resident/councillor/employee/contractor	To the intended recipient	Telephone system/written note	Mobile phone password protected	Management	Public interest/contract/legal obligation	Until actioned
Phone call	Person's 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	Person's name, email address, telephone number, address, bank details	Supplier	To recipient and to council meeting	Filing cabinet/email system/hard drive/Dropbox backup	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Finance	Contract/legal obligation/public interest	8 years
Bank statements Cheque book stubs	Name, payee details,	Resident/councillor/employee/contractor	Clerk/councillors	Filing cabinet/email system/hard drive/Dropbox backup/hard copy	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet		Contract/legal obligation/public interest	Last completed audit Details of paid cheques 6 years
Quotes and Tenders	Person's name, email address, telephone number, address,	Supplier/ contractor	Clerk/councillors	Filing cabinet/email system/hard drive/Dropbox backup/hard copy	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Finance	Contract/legal obligation/public interest	6 years
Residents' letters	Person's name, phone number and possibly email address for follow up	Resident	To recipient and to council meeting	Filing cabinet	Remains in locked home/locked office	Management	Legal obligation/public interest	As long as necessary, securely shredded/burnt after action resolved.
Councillor's acceptance of office forms	Name	Councillor	To clerk	Locked Filing cabinet	Remains in locked home/ Locked Filing cabinet	Legal requirement	Legal obligation	As long as necessary
Councillors register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/Dropbox/website	Locked Filing cabinet	Legal requirement	Legal obligation	As long as necessary
Planning applications	Name, address	Resident	To clerk, council	Filing cabinet/hard drive/Dropbox/Cloud	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet		Public interest	Any contentious applications kept as long as required. Other applications are shredded/burnt.
Photographs	Name, address	Resident/councillor/employee/contractor	Website/newsletter/archive	Hard drive/cloud/filing cabinet/Dropbox	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet		Consent	As long as needed
Lease agreements	Name, address, telephone number	Resident/councillor/employee/contractor	To clerk, council, solicitor	Hard drive/cloud/filing cabinet	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management	Public interest/legal obligation/contract	12 years
Contractors' insurance documents	Name, address, telephone number	Resident/councillor/employee/contractor	To clerk	Hard drive/cloud/filing cabinet	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management	Public interest/legal obligation/contract	6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Resident	To clerk, council	Hard drive/cloud/filing cabinet	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management/Financial	Public interest/contract	3 years
Emergency plan contacts	Names, addresses, telephone numbers	Resident/councillor/employee	To clerk, council	Email/Hard drive/cloud/filing cabinet	Laptop is password protected Drop Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet box is password protected Locked Filing cabinet	Management	Public interest	As long as needed
Training requests	Name	Clerk/councillor	To clerk, council	Hard drive/cloud/filing cabinet/email	Laptop is password protected Dropbox is password protected Remains in locked home	Management	Legal obligation	As long as needed

Information out

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?
Email out	Email address, Person's name	Resident/councillor/employee/contractor	To intended recipients	Email/ Hard drive/cloud/filing cabinet	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management/Financial	Contract/legal obligation/consent	As long as necessary
Invoices sent hard copy	Person's name, email address, telephone number, address, bank details	Supplier	To intended recipients	Email/ Hard drive/cloud/filing cabinet	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management/Financial	Contract/legal obligation/public interest	8 years
Invoices sent via email	Person's name, email address, telephone number, address, bank details	Supplier/councillor/contractor	To intended recipients	Email/ Hard drive/cloud/filing cabinet	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management/Financial	Contract/legal obligation/public interest	8 years
Cheque payments and accompanying letter and addressed envelope	Name, payee details (company/private), address	Resident/councillor/employee/contractor	To intended recipients	Email/hard drive/filing cabinet-cheque book stubs/cloud	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management/Financial		Last completed audit year
VAT Returns	Supplier's details on invoices	Supplier/contractor/VAT Registered	HMRC	Email/ Hard drive/cloud/filing cabinet	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Financial	Contract/legal obligation/public interest	6 Years
Council contact details	Email address for Blisworth Parish Council. Telephone number & address of clerk	Clerk	On emails, letters, publications, website, social media. To Resident/councillor/employee/contractor & Northants CALC,	Email/ Hard drive/cloud/filing cabinet, social media, website	N/A Information is for public viewing with the agreement of the Clerk	Management/Financial	Contract/legal obligation/public interest	As long as necessary/8 years
Minutes	Councillors', district Council's and clerk's name, member of public's name with their permission	Councillors, district Councils and clerk, member of public	To councillors, district councillors, on notice board & website	Email/ Hard drive/cloud/filing cabinet, website	N/A Information is for public viewing. Where member of public's name is included – permission is first sought	Legal requirement	Public interest	Indefinite
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Email/Filing cabinet/hard drive/cloud/website	Laptop, Email account, Dropbox, Cloud storage are password protected	Legal requirement	Legal obligation	If the councillor ceases to have an interest, that interest log can be removed. If you cease to be a councillor – all interest(s) are removed from the register
Emergency Plan contacts	Names, addresses, telephone numbers	Resident/councillor/employee	To councillors, other agencies/clerk	Email/Hard drive/cloud/filing cabinet/Hard copy	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management/Financial	Public interest	As long as needed
Lease agreements	Name, address, telephone number, email address	Resident/councillor/employee/contractor	To clerk, council, solicitor	Email/Hard drive/cloud/filing cabinet	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management	Public interest/legal obligation/contract	12 years
Bank mandate	Name, address, telephone number, email address, some banking details	Councillor/clerk	To relevant banks/clerk/chairman/signatory	Email/Hard drive/cloud/filing cabinet	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management/Financial	Public interest/legal obligation/contract	Until councillor/clerk resign and council seeks to remove that person from the account
Grant request	Email address, Person's name, address, bank details	Clerk	To grant provider	Hard drive/filing cabinet/cloud/email	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management/Financial		3 years
Record of grant submissions	Email address, Person's name, address, bank details	Clerk/councillor	To council	Hard drive/filing cabinet/cloud/email	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management/Financial	Contract/public interest	3 years
Accident book	Name, address	Clerk, councillor, resident, contractor	To council/insurers	Hard copy/email	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Health and Safety	Legal obligation	3 years
Training requests	Email address, Person's name, address	Clerk, councillor, other employees	To training provider	Hard drive/filing cabinet/cloud	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management	Legal obligation	As long as needed
All relevant categories of information out documents /emails	Copy of person's signature	Resident/councillor/employee/contractor/clerk	To intended recipients and published on the BPC website	Email/Hard drive/cloud/filing cabinet/website	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management/Financial	Legal obligation	As long as needed

Employment information								
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?
Clerk's payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider/HR sub-committee	Email/Hard drive/Filing cabinet	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Financial	Legal obligation	3 years
Clerk's employment contract		Clerk	Clerk/chairman/ HR sub-committee	Email/Filing cabinet/hard drive	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Contract	Contract	6 years
Clerk's appraisals	Name	Clerk	Clerk/chairman/ HR sub-committee	Email/Filing cabinet/hard drive	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Contract	Contract	6 years after ceasing employment
Staff references	Name, address, details of referee	Clerk, reference provider	Clerk/chairman/ HR sub-committee	Email/Filing cabinet/hard drive	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management	Public interest	6 years after ceasing employment
Application forms (interviewed – unsuccessful)	Name, address, details of referee	Clerk, reference provider	Clerk/chairman/ HR sub-committee	Email/Filing cabinet/hard drive	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management	Public interest	6 months
Application forms (interviewed – successful)	Name, address, details of referee	Clerk, reference provider	Clerk/chairman/ HR sub-committee	Email/Filing cabinet/hard drive	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management	Public interest	6 years after ceasing employment
Disciplinary files	Name & address	Clerk/other employee	Clerk/chairman/ HR sub-committee	Email/Filing cabinet/hard drive	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management	Public interest	6 years after ceasing employment
Insurance								
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?
<ul style="list-style-type: none"> Insurance policies Certificates for Public Liability Insurance claim records 	Name & address, telephone numbers, email addresses	Clerk, residents, contractors, members of the public, other employees, councillors	Clerk, councillors, insurance company	Email/Filing cabinet/hard drive	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management/Financial	Public interest/legal obligation/contract	6 years after policy/claim end
<ul style="list-style-type: none"> Certificates for Insurance against liability for employees 	Name & address, telephone numbers, email addresses	Clerk/other employees	Clerk, councillors, insurance company	Email/Filing cabinet/hard drive	Laptop, Email account, Dropbox, Cloud storage are password protected Remains in locked home/locked cabinet	Management/Financial	Public interest/legal obligation/contract	40 years from the date insurance commenced or was renewed The Employer's Liability (compulsory insurance) Regulations 1998

All passwords recorded in a password protected file.

Version	Details of any revision	Approved at	Date	Review Date
v1	Adopted new GDPR Data Map	Adopted at BPC Meeting 04/04/2022. Minute Point: 18	04/04/2022	April 2023
Readopted	None	Readopted at BPC Meeting 02/05/2023 Minute Point: 31	02/05/2023	May 2024