

Adopted by Monkton Combe Parish Council on 18th March 2019

Council contact details		DPO contact details	
Contact name:	Mr. G. Davis - Clerk	Contact name:	Not Applicable
Contact address:	Tregonhawke, South Stoke, Bath BA2 7DW	Contact address:	Parish Councils not required to have a Data Protection Officer
Contact phone number:	01225 840201	Contact phone number:	
Contact email:	<a href="mailto:clerk@monktoncombecp.org">clerk@monktoncombecp.org</a>	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 address & phone number	Member of the Public /Resident /councillor /employee /contractor	To the intended recipient/council meeting	Email server/hard drive/hard copy	Password - Computer & E-Mail System	Management	Public interest/legal obligation/contract	3 years
Phone message	Email address, persons name and possibly address & phone number	Member of the Public /Resident /councillor /employee /contractor	To the intended recipient	Telephone system/written note	Deleted once used	Management	Public interest/contract/legal obligation	Until actioned
Phone call	Persons name, phone number and possibly email address for follow up	Member of the Public /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	Clerk, Council meeting, Auditor	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Purchases	Contract/legal obligation/public interest	6 years
Newsletters	Email address, persons name and possibly address & phone number	Resident/contractor	To recipient and to council meeting	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Management	Contract/public interest	6 years
Residents letters	Email address, persons name and possibly address & phone number	Resident	To recipient and to council meeting	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Management	Legal obligation/public interest	6 years
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Legal requirement	Legal obligation	6 years
Councillors register of interests	Name, address, ownership/interest in assets	Councillor	To clerk	Website/Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Legal requirement	Legal obligation	6 years
Allotment register	Email address, persons name, address & phone number	Resident	To clerk	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Management	Contract	6 years
Allotment tenancy agreements	Email address, persons name, address & phone number	Resident	To clerk	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Management	Contract	6 years
Planning applications	Name, address	Resident	To clerk, council	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Management	Public interest	6 years
Photographs	Email address, persons name, address & phone number	Member of public	website	Website/Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Management	Consent	6 years
Lease agreements	Name, address, telephone number	Contractor	To clerk, council, solicitor	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Management	Contract	12 years
Contractors insurance documents	Name, address, telephone number	Contractor	To clerk	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Management	Contract	6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Member of the Public / Resident	To clerk, council	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Management/Financial	Public interest	6 years
Consent forms	Name, address, telephone number, email	Resident	To clerk	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Management	Legal obligation	6 years
Training requests	Name, address, telephone number, email	Clerk/councillor	To clerk, council	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Management	Legal obligation	6 years
<b>Information out</b>								
Email out	Email address, persons name	Member of the Public /Resident /councillor /employee /contractor	To intended recipients	Email server/hard drive/hard copy	Password - Computer & E-Mail System	Management	Public interest/legal obligation/contract	3 years
Invoices sent	Email address, persons name, address	Member of the Public /Resident /councillor /employee /contractor	To intended recipients	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Management	Contract	6 years
Newsletters	Email address, persons name, address	Residents	To intended recipients	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Legitimate interest	Consent	6 years
Council contact details	Email address, persons name, address	Councillor clerk	Noticeboards/Website	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Legal requirement	Public interest	6 years
Minutes	Email address, persons name	Councillors	To councillors, website	Website/Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Legal requirement	Public interest	Indefinitely
Councillors register of interests	Name, address, ownership/interest in assets	Councillor	To clerk	Website/Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Legal requirement	Legal obligation	6 years
Lease agreements	Name, address, telephone number	Contractor	To clerk, council, solicitor	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Management	Contract	12 years
Bank mandate	Name, address, telephone number, email, bank details	Councillors/Clerk	To relevant banks	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Financial/management	Legal obligation	6 years
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Financial/management	Contract/public interest	6 years
Training requests	Email address, persons name, address	Councillor/Clerk	To training provider	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Management	Legal obligation	6 years
<b>Employment information</b>								
Payroll	Name, address, e-mail, NI number, Tax Details, Pension details, Medical information, bank details	Employees	HMRC/payroll provider/pension provider	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Financial	Legal obligation	6 years
Employment information	Name, address, e-mail, NI number, Tax Details, Pension details, Medical information, bank details	Employees	Clerk/chairman/staffing committee	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Contract	Contract	6 years
Appraisals	Name, address, e-mail, Medical information, Pay details	Employees	Clerk/chairman/staffing committee	Filing cabinet/email system/hard drive	Physical Lock & Key, Password - Computer & E-Mail System	Contract	Contract	6 years