

Covenham Parish Council

Adopted by Covenham Parish Council on 22nd May 2018

Council contact details	
Contact name:	Mrs S Booth
Contact address:	9 Hillstead Close, Tetney
Contact phone number:	01472 211375
Contact email:	covenhampc@gmail.com

DPO contact details	
Contact name:	Mrs S Booth
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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/employee/contractor	To the intended recipient/council meeting	Email server/hard drive/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	None	Management	Public interest/contract/legal obligation	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/hard drive	Locked/ password	Sales	Contract/legal obligation/public interest	8 years
Newsletters		Resident/contractor	To recipient and to council meeting	Filing cabinet/email system/hard drive	Locked/password	Management	Contract/public interest	
Residents letters	Name, address	Resident	To recipient and to council meeting	Filing cabinet	Locked		Legal obligation/public interest	6 months
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet	Locked	Legal requirement	Legal obligation	Term of Office
Councillors register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/website	Locked/password	Legal requirement	Legal obligation	Term of Office
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive	Locked/password	Legal requirement	Legal obligation	Term of office
Planning applications	Name, address	Resident	To clerk, council	Filing cabinet/email server	Locked/encryption	Management	Public interest	3 month
Photographs	Name, address	Resident, Councillor, Volunteer	Website/archive	Filing cabinet	Locked/password	Public interest	Consent	Archive
Lease agreements	Name, address, telephone number	Tenant	To clerk, council	Hard drive/filing cabinet	Password/Locked	Management	Contract	12 years
Contractors insurance documents	Name, address, telephone number	Contractor	To clerk	Hard drive/filing cabinet	Password/locked	Management	Contract	6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Resident/business	To clerk, council	Filing cabinet	Locked	Management/Financial	Public interest	3 years
Consent forms	Name, address, telephone number, email	Resident, Councillor, Volunteer	To clerk	Filing cabinet	Locked	Management	Contract	3 months
Record of consents	Name, address, telephone number, email	Resident, Councillor, Volunteer	To clerk	Filing cabinet	Locked	Management	Contract	3 months
Emergency plan contacts	Name, address, telephone number	Resident, Councillor	To clerk, council	Filing cabinet	Locked	Health & Safety	Health & Safety	
Accident book	Name, address, telephone number	Resident, Councillor, Volunteer	To clerk, chairman	Filing Cabinet	Locked	Legal requirement	Legal obligation	3 years

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Training requests	Name	Clerk/councillor	To clerk, council	Filing cabinet/email	Locked, password	Management	Legal obligation	3 months
Information out								
Email out	Email address, persons name	Resident, business, Councillor	To intended recipients	Email	Password/locked	Management	Contract/legal obligation/consent	1 year
Invoices sent hard copy	Name and address	Business	To intended recipients	Filing cabinet	Locked	Management	Contract	Last completed audit year
Invoices sent via email	Email address, persons name	Business	To intended recipients	Email/filing cabinet	Password/locked	Management	Contract	Last completed audit year
Council contact details	Email, name	Clerk	Authority Council, LALC	Email	Password	Management	Contract	Term of Office
Minutes	Names	Clerk, Councillor,	To councillors, website	Hard drive, website, filing cabinet	Password/locked	Legal requirement	Public interest	Indefinite
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet	Locked	Legal requirement	Legal obligation	Term of membership
Emergency Plan contacts	Name, address	Resident, Councillor, Volunteers	To councillors, other agencies	Hard drive, filing cabinet	Password, Locked	Management	Public interest	
Lease agreements	Name, address	Business	To recipient	Hard drive	Password	Management	Contract	12 years
Bank mandate	Name, address, date of birth	Councillor	To relevant banks	Filing Cabinet	Locked	Financial/management	Contract	Term of membership
Grant request	Business/ persons name, address	Clerk	To grant provider	Filing cabinet	Locked	Financial/management	Contract/public interest	3 years
Record of grant submissions	Business/person name	Business, Charity	To council	Hard drive/filing cabinet	Password/ locked	Management	Contract/pubic interest	
Accident book	Name, address	Clerk, councillor, resident, contractor	To council/insurers	Hard copy/email	Password	Health and Safety	Legal obligation	3 years
Training requests	Email address, persons name, address	Clerk, Councillor	To training provider	Email	Password	Management	Contract	3 months
Employment information								
Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/pension provider	Hard drive	Password	Financial	Legal obligation	3 years
Clerks employment contract	Name, address	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive	Password	Contract	Contract	6 years
Clerks appraisals	Name	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive	Password	Contract	Contract	6 years