

FISHBOURNE PARISH COUNCIL GDPR DATA MAP – Contact Email: clerk@fishbourneiow.or.uk Mobile: 07772 950343

A	B	C	D	E	F	G	H	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, person's name, possible phone number	Resident/councillor employee/contractor	To the intending recipient/councillor or meeting	Email server/hard drive/hard copy Cloud	Password/ Encryption	Management	Public interest/legal obligation/contract	As long as necessary
Phone message	Person's name and phone number	Resident/councillor employee/contractor	To the intending recipient	Telephone system/written note	None	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 the intending recipient	N/A	None	Management	Public interest/legal obligation/contract	Until actioned
Invoices	Persons name, email address, address and bank details	Contractor	To recipient and to council meeting	Filing cabinet/email system/hard drive Cloud	Laptop password protected/filing cabinet locked	Sales	Public interest/legal obligation/contract	8 years
Residents letters	Names, addresses, telephone numbers and email	Resident	To recipient and to council meeting	Filing cabinet	Laptop password protected/filing cabinet locked	Unrequested	Legal obligation/public interest	Until actioned
Councillors acceptance of office forms	Name	Councillor	To Clerk	Filing Cabinet	Locked cabinet	Legal requirement	Legal obligation	As long as necessary
Councillors register of interest	Name, address	Councillor	To Clerk	Filing cabinet/hard drive/website Cloud	Laptop password protected/filing cabinet locked	Legal requirement	Legal obligation	Term of office
Email service of agenda consent	Name email address	Councillor	To Clerk	Hard copy/hard drive Cloud	Laptop password protected/filing cabinet locked	Legal requirement	Legal obligation	Term of office
Planning applications	Name address	Resident	To Clerk/Council	Hard drive/website Cloud	Laptop password protected/filing cabinet locked	Consultation	Public interest	Until completed
Photographs	Name address	Resident/ Councillors Employee/ Contractor	Website/Archive	Hard drive Cloud	Laptop password protected/filing cabinet locked	Public record	Consent	As long as necessary
Electoral Role	Name and addresses	Resident	Clerk	Hard drive/filing cabinet Cloud	Laptop password protected/filing cabinet locked	Public record Management	Management	1 year
Contractors Insurance documents	Name address and telephone number	Contractor	Clerk	Hard drive/filing cabinet Cloud	Laptop password protected/filing cabinet locked	Management	Contract	6 years

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Grant applications to the council	Name, address, telephone number, email and bank details	Resident	Clerk/Council	Hard drive/filing cabinet Cloud	Laptop password protected/filing cabinet locked	Management Financial	Public interest	3 years
Consent forms	Name address, telephone number and email	Resident/Contractor/ Councillor	To Clerk	Hard drive/filing cabinet Cloud	Laptop password protected/filing cabinet locked	Management	Contract	6 years
Emergency Plan contacts	Name address, telephone number	Resident/Contractor	To Clerk/Council	Hard drive/filing cabinet Cloud	Laptop password protected/filing cabinet locked	In case of emergency	Public interest	Term of plan
Information Out								
Email out	Email address person's name	Resident/councillor employee/contractor	To intended recipient	Email	Laptop password	Management	Contract/legal obligation/consent	As long as necessary
Invoices sent – hard copy	Name address,	Contractor/Local Committees	To intended recipient	Hard drive/filing cabinet/Cloud	Filing cabinet locked	Management	Contract	As long as necessary
Invoices sent via email	Email address, person's name	Contractor/Local Committees	To intended recipient	Email/hard drive/filing cabinet Cloud	Laptop password protected	Financial	Contract	As long as necessary
Council contact details	Email address, person's name and address	Residents/Contractor	LALC	Hard drive/website Cloud	Laptop password protected/filing cabinet locked	Management	Contract	As long as necessary
Minutes	Names	Residents/Councillors	To councillors, website	Email/hard drive/filing cabinet/website Cloud	Laptop password protected/filing cabinet locked	Legal requirements	Public interest	Indefinitely pass to archive
Councillors register of interest	Name address	Councillor	To electoral officer	Filing cabinet/hard drive/website	Laptop password protected/filing cabinet locked	Legal requirements	Legal obligation	Term of office
Emergency Plans contact	Email address, person's name, address	Resident/councillor /Contractor	To councillors, other agencies	Filing cabinet/hard drive/ website/Cloud	Laptop password protected/filing cabinet locked	Management	Public interest	As long as necessary
Bank mandate	Names addresses and bank details	Clerk/Bank	To relevant banks	Hard drive/bank website Cloud	Bank security token/laptop password protected	Financial Management	Financial	As long as necessary
Grant request	Name, address, email address and bank details	Clerk	To grant provider	Hard drive/ email/filing cabinet Cloud	Laptop password protected/filing cabinet locked	Financial Management	Contract/public interest	3 years
Information In								
Clerks payroll	Name address, NI number and bank details	Clerk	HMRC/Pension Provider/Payroll provider	Hard drive Cloud	Laptop password protected/filing cabinet locked	Financial	Legal obligation	3 years
Clerks' employment contract	Name address	Clerk	Clerk/Chairman	Filing Cabinet/hard drive/Cloud	Laptop password protected/filing cabinet locked	Contract	Contract	6 years
Clerks' appraisals	Name	Clerk	Clerk/Chairman	Filing cabinet/hard drive/Cloud	Laptop password protected/filing cabinet locked	Contract	Contract	6 years

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