

Description	Purpose of processing	Lawful basis for processing	Categories of personal data	Source of obtaining the personal data	Who handles and has access to the data	How long is data kept for	Where data is currently stored	General description of technical and organisational security measures (if possible)
Accounts	Legal Obligation	Article 6(1)(c) - legal obligation	Identity. Contact Information. Financial Information	Directly from individuals and businesses	Clerk and Councillors	Six complete calendar years	Sharepoint	Encrypted storage in database and limited staff access controls
Contracts and Tenders	Contract	Article 6(1)(b) - Contract	Identity. Contact Information. Financial Information	Directly from individuals and businesses	Clerk and Councillors	7 years after contract end / unsuccessful tender	Sharepoint	Encrypted storage in database and limited staff access controls
HR Data	Contract	Article 6(1)(b) - Contract	Identity. Contact Information. Special Category (health, ethnicity, trade union membership). Criminal Record Data. Social Security data	Directly from individuals	Clerk and Councillors	6 years after ceasing employment	Sharepoint	Encrypted storage in database and limited staff access controls
Recruitment Details (unsuccessful candidates)	Contract	Article 6(1)(b) - Contract	Identity. Contact Information. Special Category (health, ethnicity, trade union membership). Criminal Record Data. Education	Directly from individuals	clerk and Councillors	6 months after completion of process	Sharepoint	Encrypted storage in database and limited staff access controls
Payroll and Pension	Legal Obligation	Article 6(1)(c) - legal obligation	Identity. Contact Information. Financial Information	Directly from individuals. HMRC	Clerk and Finance Officer	Six complete calendar years	Sharepoint	Encrypted storage in database and limited staff access controls
Minutes and Agendas	Public Task	Article 6(1)(e) - Public Task	Identity, Contact and Financial	Directly from individuals and businesses, other agencies, reports from Councillors	Clerk and Councillors	Indefinite	Sharepoint	Encrypted storage in database and limited staff access controls
Councillor Register of Interests	Public Task	Article 6(1)(e) - Public Task	Identity. Contact Information. Special Category (political opinions, trade union membership, religion, third party personal data, company information, ethnicity). Criminal Record Data. Education	Directly from individuals	Anyone. Link published on website	Until end of office	Sharepoint and website	Public document
Grant applications	Public Task	Article 6(1)(e) - Public Task	Identity, contact, Special Category, gender, age, ethnicity, financial information,	Directly from individuals and businesses	Clerk and Councillors	6 years after grant payment or 6 months if unsuccessful	Sharepoint	Encrypted storage in database and limited staff access controls
Mailing lists	Consent	Article 6(1)(b) - Contract	Contact details	Directly from individuals	Clerk	Until opt out	Sharepoint and MailChimp	Encrypted storage in database and limited staff access controls
General Correspondence	Consent	Article 6(1)(a) - Consent	Contact Details	Directly from individuals	Clerk and Councillors	1 year.	Sharepoint	Encrypted storage in database and limited staff access controls
Event Records	Consent	Article 6(1)(a) - Consent	Contact Details	Directly from individuals	Clerk and Councillors	1 year.	Sharepoint	Encrypted storage in database and limited staff access controls

Photographs	Consent	Article 6(1)(a) - Consent	Identity	Photo shoots, events	Clerk and Councillors	5 years	Sharepoint	Encrypted storage in database and limited staff access controls
Councillor Information	Public Task	Article 6(1)(e) - Public Task	Identity. Contact Information. Special Category (political opinions, trade union membership, religion, third party personal data, company information, ethnicity). Criminal Record Data. Education	Directly from individuals	Anyone. Details published on website	8 years after term of office	Sharepoint	Encrypted storage in database and limited staff access controls
Complaint records	Public Task	Article 6(1)(e) - Public Task	Identity, contact, Special Category, gender, age, ethnicity, financial information,	Directly from individuals	Clerk and Councillors	6 years after complaint resolution	Sharepoint	Encrypted storage in database and limited staff access controls