

**Adopted by THRAPSTON TOWN COUNCIL on 8TH MAY 2018**

Council contact details	
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DPO contact details	
Contact name:	Danny Moody, CEO NCALC
Contact address:	
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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?
<b>Information in</b>								
Email in	Email address, persons name and possibly phone number	Resident/councillor/employee/contractor	To the intended recipient/council staff/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/council staff	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	Written note/email	None	Management	Public interest/legal obligation/contract	Until actioned
Residents letters	Persons name, phone number and possibly email address for follow up	Resident	To recipient and to council meeting	Filing cabinet/email system/hard drive	Locked cabinet, password	Management	Legal obligation/public interest	As long as necessary
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet	Locked cabinet	Legal requirement	Legal obligation	Term of office
Councillor contact details	Name, address, email address, phone number	Councillor	Council staff	Hard drive/hard copy/phones	Locked cabinet, password	Management	Legal obligation	Term of office
Councillors register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/cloud/website	Locked cabinet, password	Legal requirement	Legal obligation	Term of office
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive/cloud	Password/encryption	Legal requirement	Legal obligation	Term of office
Burials register	Name, address, telephone number	Resident	Council staff	Safe/hard drive/cloud	Locked safe, password	Management	Contract	Indefinitely
Exclusive rights of burial	Name, address	Resident	Council staff	Safe/hard drive/cloud	Locked safe, password	Legal obligation	Legal obligation	Indefinitely
Applications for a grave/cremation space	Name, address, phone number, email address	Resident	Council staff	Filing cabinet/hard drive/cloud	Locked cabinet, password	Management	Legal obligation	Indefinitely
Planning applications	Applicant name, address of site	Resident	To clerk, council	Filing cabinet/hard drive/cloud	In pigeon hole when being reviewed, after TTC responds to ENC data stored in locked cabinet/password	Management	Public interest	1 year
Photographs	Personal image, name, address	All	Website/newsletter/ archive	Hard drive/cloud/filing cabinet	Locked cabinet/password	Management	Public interest	As long as necessary
CCTV footage	Photo/video of image	All	Hard drive	Hard drive/cloud/filing cabinet	Only given to police following official request	Public Protection	Public interest	1 month
Lease agreements	Name, address	Council/community groups	To clerk, council, solicitor	Hard drive/cloud/filing cabinet	Locked cabinet/password	Management	Legal obligation/public interest	12 years
Incoming grant requests	Name, address, phone number, email, bank details, financial records	Community group	To clerk, council	Hard drive/cloud/filing cabinet	Locked cabinet/password	Management/ Financial	Public interest	3 years
Consent forms for data held	Name, address, telephone number, email	Residents/community groups	Council staff	Hard drive/cloud/filing cabinet	Locked cabinet/password	Management	Contract	As long as necessary
Records of consent	Name, address, telephone number, email	Residents/community groups	Council staff	Hard drive/cloud/filing cabinet	Locked cabinet/password	Management	Legal obligation	As long as necessary

Town Award Nominations	Name, address, phone number, email	Residents/Community groups	Council staff/councillors	Hard drive/cloud/filing cabinet	Locked cabinet/password	Management	Public interest	Until Town Awards have been presented
Emergency plan contacts	Name, address, telephone number	Volunteers/councillors/ council staff	To clerk, council	Hard drive/cloud/filing cabinet	Locked cabinet/password	Management	Public interest	As long as necessary
Freedom of Information Requests	Name, address, telephone number	All	Council staff	Hard drive/cloud/filing cabinet	Locked cabinet/password	Legal requirement	Legal obligation	As long as necessary
<b>Information out</b>								
Email out	Email address, persons name	Councillors/council staff/residents	To intended recipients	Email	Password/encryption	Management	Contract/legal obligation/consent	As long as necessary
Council contact details	Name, telephone number (with permission)	Councillors	To Northants CALC, public	Hard drive	Password/encryption	Management	Contract	Term of office
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet/hard drive/cloud/website	Locked filing cabinet/passwords	Legal requirement	Legal obligation	Term of office
Lease agreements	Name, address, telephone number	Community group/clerk	To recipient	Filing cabinet/hard drive/cloud	Locked filing cabinet/passwords	Management	Contract	As per Data Retention Policy
Bank mandate	Name, address, NI numbers	Councillors/clerk	To relevant banks	Filing cabinet/hard drive/cloud	Locked filing cabinet/passwords	Financial/ management	Legal obligation	As per Data Retention Policy
Bank signatories forms	Name, address, NI numbers	Councillors/clerk	To relevant banks	Filing cabinet/hard drive/cloud	Locked filing cabinet/passwords	Financial/ management	Legal obligation	As per Data Retention Policy
Outgoing grant applications	Name, address, email address	Staff	To grant provider	Copies kept on hard drive/filing cabinet/cloud/email	Locked filing cabinet/passwords	Financial/ management	Contract/public interest	3 years
TENS licence applications	Name, address, email address, phone number, NI number	Councillors/council staff	To ENC	Locked filing cabinet	Locked filing cabinet/passwords	Management	Legal obligation	As long as necessary
<b>Employment information</b>								
Payroll information	Name, address, NI number, bank details	Employees	HMRC/payroll provider/pension provider	Hard drive	Clerk's records (locked)/passwords	Financial	Legal obligation	As per Data Retention Policy
Staff employment contract	Name, address	Employees	Clerk/chairman/ Personnel committee	Clerk's files/hard drive	Clerk's records (locked)/passwords	Contract	Contract	As per Data Retention Policy
Staff appraisals	Name	Employees	Clerk/chairman/ Personnel committee	Clerk's files/hard drive	Clerk's records (locked)/passwords	Contract	Contract	As per Data Retention Policy
Staff references	Name, address	Employees	Administrator/Clerk/ chairman/Personnel committee	Clerk's files/hard drive	Clerk's records (locked)/passwords	Contract	Contract	As per Data Retention Policy
Disciplinary files	Name	Employees	Clerk/Personnel committee	Clerk's files/hard drive	Password/encryption	Management	Legal obligation	As per Data Retention Policy
Application forms - unsuccessful	Name, address, phone number, email address	Members of the public	Administrators/Clerk/ Personnel committee	Clerk's files/hard drive	Password/encryption	Management	Legal obligation	As per Data Retention Policy
Application forms - successful	Name, address, phone number, email address	Employees	Administrators/Clerk/ Personnel committee	Clerk's files/hard drive	Password/encryption	Management	Legal obligation	As per Data Retention Policy
<b>Insurance</b>								
Insurance policies	Name	Clerk	Administrators/Clerk/ Councillors	Hard drive/filing cabinet	Locked cabinet/password	Legal requirement	Legal obligation	As per Data Retention Policy
Certificates for insurance against liability for employees	Name, address, phone number, email address	Clerk	Administrators/Clerk/ Councillors	Filing cabinet/hard drive/cloud	Locked cabinet/password	Legal requirement	Legal obligation	As per Data Retention Policy
Certificates for Public Liability	Name, address, phone number, email address	Clerk	Administrators/Clerk/ Councillors	Filing cabinet/hard drive/cloud	Locked cabinet/password	Legal requirement	Legal obligation	As per Data Retention Policy
Insurance claim records	Name, address, phone number, email address	Clerk	Employees/Councillors	Clerk's files/hard drive	Locked cabinet/password	Legal requirement	Legal obligation	As per Data Retention Policy
Contractors insurance documents	Name, address, telephone number	Contractors	Council staff	Filing cabinet/hard drive/cloud	Locked cabinet/password	Management	Public interest	As long as necessary
<b>Health &amp; Safety</b>								

Accident book	Name, address, telephone number	All	Council staff	Plaza box office	Locked building	Legal requirement	Legal obligation	As per Data Retention Policy
Risk assessments for events	Name, contact details for volunteers	Staff	Administrators/Clerk/Councillors/ WP members/Volunteers	Filing cabinet	Password/encryption	Legal requirement	Legal obligation	As per Data Retention Policy
Workplace health & safety risk assessments	Name, medical conditions	Staff	Staff/Councillors/ Workplace Assessor	Clerk's files/hard drive	Password/encryption	Legal requirement	Legal obligation	As per Data Retention Policy
Emergency Plan contacts	Name, address, telephone number	Residents/councillors/council staff	To councillors, other agencies	Filing cabinet/hard drive	Locked cabinet/password	Health and Safety	Public interest	As long as necessary
<b>Finances</b>								
Incoming invoices	Persons name, email address, address, bank details	Resident/staff/contractor	To recipient and to council meeting	Filing cabinet/email system/hard drive	Locked cabinet/password	Management	Contract/legal obligation/public interest	As per Data Retention Policy
Invoices sent hard copy	Name and address	Hall hirers/contractors	To intended recipients	Hard drive/filing cabinet/cloud	Locked cabinet/password	Management	Contract/legal obligation/public interest	As per Data Retention Policy
Invoices sent via email	Email address, persons name	Hall hirers/contractors	To intended recipients	Email/hard drive/filing cabinet/cloud	Password/encryption	Management	Contract/legal obligation/public interest	As per Data Retention Policy
Receipt and payment accounts	Name, bank details	Hall hirers/contractors	Council staff/councillors	Email/hard drive/filing cabinet/cloud	Locked cabinet/password	Management	Legal obligation/public interest	As per Data Retention Policy
Mileage records	Name, address	Volunteers/councillors/ council staff	Clerk	Email/hard drive/filing cabinet/cloud	Locked cabinet/password	Management	Legal obligation/public interest	6 years