

**Adopted by Sturton By Stow Parish Council on**

Council contact details	
Contact name:	S Hoyland
Contact address:	The Old Schoolroom, Tillbridge Road, Sturton by Stow, Lincoln, LN1 2BP
Contact phone number:	7476902278
Contact email:	<a href="mailto:sturtonpc1@gmail.com">sturtonpc1@gmail.com</a>

DPO contact details	
Contact name:	
Contact address:	same as council details
Contact phone number:	
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 phone number/address	Resident/councillor/employee/contractor/public	To the intended recipient/council meeting	Email server/hardcopy/hard drive	Password/locked filing cabinet	Management	Public interest/legal obligation/contract	As long as necessary
Phone message	Persons name and phone number	as above	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	as above	To recipient	N/A	None	Management	Public interest/legal obligation/contract	Until actioned
Invoices	Persons name, email address, address, bank details/phone number	Contractor	To recipient and to council meeting	Filing cabinet/email system/hard drive	password/locked filing cabinet	Sales	Contract/legal obligation/public interest	6 years
Newsletters	phone number/email/address/name	contractor	To recipient and to council meeting	Filing cabinet/email system/hard drive	password/locked filing cabinet	Management	Contract/public interest	until seen by all
Residents letters	name/email/phone/address	Resident	To recipient and to council meeting	Filing cabinet email system hard drive	locked filing cabinet/password	Management	Legal obligation/public interest	until actioned
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet	locked filing cabinet	Legal requirement	Legal obligation	term of office
Councillors register of interests	Name, address	Councillor	To clerk	Filing cabinet	locked filing cabinet	Legal requirement	Legal obligation	term of office
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive/usb/google drive	locked filing cabinet/password	Legal requirement	Legal obligation	Term of office
Planning applications	Name, address	Resident	To clerk, council	Filing cabinet	locked filing cabinet	Management	Public interest	see retention policy
Photographs	Name, address	Resident/councillor/employee/contractor	Website/newsletter/archive	Hard drive/filing cabinet/email	locked filing cabinet/password	management	Consent	until used
Contractors insurance documents	Name, address, telephone number	contractor	To clerk	Hard drive//filing cabinet/email	locked filing cabinets/password	management	legal	6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Resident/organisation	To clerk, council	hard copy	locked filing cabinet	Management/Financial	Public interest	3 years
Consent forms	Name, address, telephone number, email	resident/public	To clerk	hard copy	locked filing cabinet	Management	legal	6 years
Emergency plan contacts	Name, address, telephone number, email	resident councillor public	To clerk, council	mail sysem, hard drive, filing cabinet	locked filing cabinet/password	managment	consent	As long as necessary
Electoral Roll	name and address	resident	to clerk	email/hard drive/hard copy	locked filing cabinet/password	managment	legal	1 year
Accident book	Name, address, telephone number	#####	To clerk, chairman	hard copy	locked filing cabinet	Legal requirement	Legal obligation	3 years
<b>Information out</b>								
Email out	mail address, name, phone, address	resident public contractor councillor	To intended recipients	Email	password	managment/legal	Contract/legal obligation/consent	until actioned
Invoices sent hard copy	Name and address, email, phone	contractors	To intended recipients	na	na	Management	Contract	As long as necessary
Invoices sent via email	as above	contractors	To intended recipients	harddrive/email system	password	managment	Contract	until actioned and hard copy taken
Newsletters	Email address, persons name, address, phone	Residents	To intended recipients	Email server/hard drive/hard copy	password/locked filing cabinet	managment	Consent	until actioned
Council contact details	email, name, address, phone	councillors	to WLDC, public	rd drive/filing cabinet.google drive/	password,locked filign cabinet	Legal requirement	Contract	term of office

Minutes	names	councillors.residents, public	To councillors, website,	rd drive,filing cabinet google drive/u	password/locked filing cabinet	Legal requirement	Public interest	indefinetly
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet	locked filing cabinet	Legal requirement	Legal obligation	term of office
Emergency Plan contacts	name address phone	residents, public, councillors	To councillors, other agencies				Public interest	As long as necessary
Bank mandate	name address DOB photo	councillors	To relevant banks	hard copy	na	Financial/management	legal	As long as necessary
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	hard copy	filing cabinet	Financial/management	Contract/public interest	3 years
Accident book	Name, address	Clerk, councillor, resident, contractor	To council/insurers	Hard copy	#####	Health and Safety	Legal obligation	3 years
<b>Employment information</b>								
Clerks /employee payroll	Name, address, NI number, tax ref no, DOB	Clerk/employee	HMRC	Hard drive	password	Financial	Legal obligation	3 years
Clerksemployee employment contract	Name, address	Clerk/employee	clerk council	ng cabinet/hard drive. Google drive	password,locked filing cabinet	Contract	Contract	6 years

Adopted: September 18  
Reviewed: August 21  
Reviewed: July 2022  
Reviewed: June 2023

Reviewed: May 2024