

Adopted by Piddle Valley Parish Council on 31 July 2018

Council contact details	
Contact name:	Samantha Paulley
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Contact phone number:	01305 757307
Contact email:	piddlevalley@dorset-aptc.gov.uk

DPO contact details	
Contact name:	Samantha Paulley
Contact address:	3 Ash Hill, Stratton, Dorchester, Dorset, DT2 9RS
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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	5 years
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	File/email system/hard drive	Password	Sales	Contract/legal obligation/public interest	7 years
Councillors acceptance of office forms	Name	Councillor	To clerk	File/hard drive	Passwod	Legal requirement	Legal obligation	4 years
Councillors register of interests	Name, address	Councillor	To clerk	File/hard drive/website	None	Legal requirement	Legal obligation	4 years
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive	Password	Legal requirement	Legal obligation	As long as necessary
Planning applications	Name, address	Resident	To clerk, council	Online	Password	Consultee	Public interest	WDDC hold data
Lease agreements	Name, address, telephone number		To clerk, council, solicitor	File		Management	Lease/Agreement	As long as necessary
Emergency plan contacts	Name, address, telephone number	Councillor	To clerk, council, website	Hard drive	Password	Management	Public interest	As long as necessary
Training requests	Name	Clerk/councillor	To clerk, council	Hard drive/email	Password	Management	Legal obligation	4 years
Information out								
Email out	Email address, persons name	Clerk	To intended recipients	Email	Password	Management	Contract/legal obligation/consent	5 years
Invoices sent hard copy	Name and address	Clerk	To intended recipients	Hard drive	Password	Management	Contract	7 years
Council contact details	Name/address/phone/email	Clerk	DAPTC			Management	Public Interest	Ongoing
Minutes		Clerk	To councillors, website	Email/post/website		Legal requirement	Public interest	Ongoing
Councillors register of interests	Name, address	Councillor	To Electoral Officer	File/hard drive/website	Password	Legal requirement	Legal obligation	4 years
Emergency Plan contacts	Name/phone/email	Councillor	To councillors, other agencies	Website		Management	Public interest	As long as necessary
Bank mandate	Name/address/phone/email	Councillor/Clerk	To relevant banks			Financial/management	Legal obligation	As long as necessary
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive/email	Password	Financial/management	Contract/public interest	7 years
Training requests	Email address, persons name, address	Councillor/Clerk	To training provider	Hard drive/email	Password	Management	Legal obligation	4 years
Employment information								

Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	Hard drive	Password	Financial	Legal obligation	Ongoing
Clerks employment contract	Name, address	Clerk	Clerk/chairman/Clerks working group	Email/hard drive	Password	Contract	Contract	6 years after end of term
Clerks appraisals	Name	Clerk	Clerk/chairman/Clerks working group	Email/hard drive		Contract	Contract	6 years after end of term