

Asset Name	Data Held (Personal Data Types)	Purpose of Processing	Lawful Basis
Payroll Records	Employee names, addresses, NI numbers, bank details	To pay staff and meet HMRC requirements	Legal obligation
Hall Hire groups List	Names, addresses, contact details	Manage allotment tenancies, issue invoices	Contract
Electors' Correspondence	Names, email addresses, issues raised	Respond to parishioner queries	Public task
Newsletter/Events Mailing List	Names, email addresses	Distribute newsletters	Consent
Planning Application Responses	Names, addresses, comments from residents	To inform council's response to planning applications	Public task
Grant Applicants	Names, addresses, contact details, application forms, bank details (for successful applicants)	To administer grant applications, assess eligibility, ensure fairness, comply with financial audit requirements, and maintain transparency in allocation of public funds	Public Task and Legal Obligation
IT Provider – Email & Password Management	Usernames, passwords, business email account details, potential access to council files	To provide secure IT support, manage business email accounts, maintain password systems, and ensure continuity of council communications	Public Task – necessary for effective council administration. Contract – service agreement

DOCUMENT HISTORY

Responsible Committee
Approval by
Date of approval/adoption
Minute reference
Date for next review

Who Has Access	Location (Storage)	Format	Retention Period	Security Measures	Shared With
Clerk, RFO	Clerk's laptop, payroll provider system	Digital	6 years after employment ends	Password protection, secure payroll software	HMRC, Payroll Provider
Clerk, Assistant Clerk	Office filing cabinet, Excel spreadsheet	Paper & Digital	6 years after tenancy ends	Locked cabinet, password-protected file	None
Clerk, Chairman	Clerk's email system	Digital	1 year (or until issue resolved)	Encrypted council email	None
Clerk	Mailchimp system	Digital	Until consent withdrawn	Secure email platform	Mailchimp
Clerk, Planning Committee	Clerk's laptop, Council website minutes	Digital	Permanent (in minutes)	Password protection, published only in redacted form if needed	District Council (via responses)
Clerk, RFO	Clerk's laptop, Scribe, secure office files	Paper & Digital	Successful applicants: 6 years; Unsuccessful applicants: 1–2 years	Password-protected files, locked cabinets, restricted access	External and internal auditors (on request)
Clerk, RFO, IT provider staff (authorised only)	Council IT systems, IT provider's secure password manager	Digital	For the duration of the IT support contract; passwords updated regularly and access revoked immediately if contract ends	Encrypted password storage, multi-factor authentication, restricted access logs, Data Processing Agreement in place	IT provider (acting as data processor)

Full Committee
Full Committee
03.11.25
17337
Nov-26

**Last
Review
Date**

Jan-25

Jan-25

Jan-25

Jan-25

Jan-25

Jan-25

Jan 2025