

# BOUGHTON PARISH COUNCIL DATA MAP

Adopted at Full Council on 8th July 2019

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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 meeting	Email server/hard drive/hard copy/cloud	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	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	Filing cabinet/email system/hard drive	Clerk's office where there is no public access	Sales	Contract/legal obligation/public interest	8 years
Residents letters	Persons name, phone number and possibly email address for follow up	Resident	To recipient and to council meeting	Filing cabinet		Management	Legal obligation/public interest	
Councillors acceptance of office forms		Councillor	To clerk	Filing cabinet		Legal requirement	Legal obligation	Term of office
Councillors code of conduct		Councillor	To clerk	Filing cabinet		Legal requirement	Legal obligation	Term of office
Councillors register of interests	Name, address	Councillor	To clerk and Monitoring Officer at DDC	Filing cabinet/hard drive/cloud/website		Legal requirement	Legal obligation	Term of office
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive/cloud		Legal requirement	Legal obligation	Term of office
Planning applications	Name, address	Resident	To clerk, council	Filing cabinet/hard drive/cloud/website			Public interest	1 year
Planning register	Name, address	Applicant	To clerk	Hard drive/cloud/website. No details of applicants are published on the parish website			Best Practice/public interest	As long as necessary
Deeds of all land holdings	Name, address	Land owner	To clerk, council	Filing cabinet		Management/Financial	Indefinitely	
Photographs	Name, address		Website/newsletter/archive	Filing cabinet			Consent	
Contractors insurance documents	Name, address, telephone number	Contractor	To clerk	Filing cabinet		Management/Financial	Best Practice	6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Applicant	To clerk, council	Hard drive/cloud/filing cabinet		Management/Financial	Public interest	3 years
Local Searches	Name and address	Land Owner	To clerk/council	Hard drive/cloud/filing cabinet		Management	Public interest	
Estimates/Quotations	Name, address, telephone number, email	Contractor	To clerk/council	Hard drive/cloud/filing cabinet/email		Management/Financial		6 Years
Election Application forms	Name, address, telephone number, email	Councillors	To clerk	Hard drive/cloud/filing cabinet		Management/Financial	Contract	Term of office
Training requests	Name	Clerk/councillor	To clerk, council	Hard drive/cloud/filing cabinet/email		Management/Financial	Legal obligation	As long as necessary
<b>Information out</b>								
Email out	Email address, persons name		To intended recipients	Email			Contract/legal obligation/consent	As long as necessary
Invoices sent hard copy	Name and address	Contractor	To intended recipients	Hard drive/filing cabinet/cloud		Management	Contract	6 years

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Invoices sent via email	Email address, persons name, address	Contractor	To intended recipients	Email/hard drive/filing cabinet/cloud		Management/Financial	Contract	As long as necessary
General Correspondence	Email address, persons name, address	Residents	To intended recipients	Email/hard drive/filing cabinet/cloud		Management		As long as necessary
Council contact details	Council		To NCC,DDC,NBC,Northants CALC,NACRE, Northants Police, Parish Councils, Website, Noticeboards, Contractors			Management	Contract	
Minutes			To councillors, website	Filing cabinet/hard drive/cloud/website		Legal requirement	Public interest	
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet/hard drive/cloud/website		Legal requirement	Legal obligation	
Bank mandate	Name, address	Councillor	To NatWest Bank	Filing cabinet		Financial/management	Financial	
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive/filing cabinet/cloud/email		Financial/management	Contract/public interest	3 years
Record of grant submissions			To council					
Training requests	Email address, persons name, address		To training provider	Hard drive/filing cabinet/cloud				
<b>Employment information</b>								
Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	Filing cabinet		Financial	Legal obligation	3 years
Clerks employment contract	Name, address	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive		Contract	Contract	6 years
Clerks appraisals	Name	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive		Contract	Contract	6 years
<b>Parish Website</b>								
Organisation contact details	Name, telephone number, email	Organisation	Public	Parish website	Password/encryption	Management	Public Interest	As long as necessary but consent updated annually
Newspost subscription	Name, email	Resident/member of public	Public	Parish website	Consent to personal data is requested	Management	Public Interest	

Cllr S Potter  
Chair

Minute No: 2019/