

Birdlip Parish Council - GDPR DATA MAP



Clerk – Elaine Lavington

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Information type	What personal information is collected?	Category of individual	Where does the information go?	Where and how is the data stored?	What security measures do we use?	Why do we need the data? Processing purpose	Lawful basis for processing	How long is the data retained?
Information in								
CCTV	Image	MOP	The Clerk	Hard drive	Locked casement in secured building. Encrypted storage, access controls	Management	Public interest	31 days
Cllrs acceptance of office forms	Name	Cllr	The Clerk	Locked Filing cabinet	Locked Filing cabinet Building covered by CCTV and monitored security system	Legal requirement	Legal obligation	Term of office
Cllrs register of Interests	name, address, spouses name, address and employer	Cllr, MOP	The Clerk, website, CDC website	Filing cabinet, Office 365, website	Encrypted storage, access controls, locked Cabinet	Legal requirement	Legal obligation	18 month after term of office ends
Contractors insurance documents	name, address and phone number	contractor	The Clerk	Office 365	Encrypted storage, access controls	Legal requirement	Legal obligation	As long as necessary
Electoral Register	Name, address	MOP	The Clerk Councillors	Office 365	Encrypted storage, access controls	Management	Public interest	Whilst valid
Email in	Email address, person's name and possible phone number and address	MOP, Cllr, employee, contractor	To the intended recipient	Email server, hard copy	Encrypted storage, access controls	Management	Public interest / legal obligation / contract	As long as necessary
GDPR security compliance forms	name	Cllr	The Clerk	Locked filing cabinet	Locked Filing cabinet Building covered by CCTV and monitored security system	Legal requirement	Legal obligation	until actioned
Grant applications to council	name, address, telephone number, email, bank details	Organisations	The Clerk and Council	Office 365, filing cabinet	Encrypted storage, access controls	Management / Financial	Public interest	5 years + current
Invoices (expenditure)	contact details, bank details	Contractor	The Clerk, Councillors, internal auditor	Files, Office 365, Bank	Encrypted storage, access controls	Purchases	Public interest / legal obligation / contract	6 years + current

Lease agreements	name, address, phone number and email address	MOP, Organisation	The Clerk, Council, Solicitors	Office 365, filing cabinet	Encrypted storage, access controls	Legal requirement	Legal obligation	Indefinitely
Personal information consent	name, email address and possible address and phone number	Cllr	The Clerk	Locked Filing cabinet, Office 365, website, noticeboard	Locked Filing cabinet Building covered by CCTV and monitored security system	Legal requirement	Legal obligation	Term of office
Phone call	Persons name, phone number and possible address and email address	MOP, Cllr, The Clerk contractor	To recipient	N/A	None	Management	Public interest / legal obligation / contract	Until actioned
Phone message	persons name and phone number	MOP, Cllr, The Clerk, contractor	To the intended recipient	Email or written note	Encrypted storage, access controls	Management	Public interest / legal obligation / contract	Until actioned
Photographs	name and address	MOP, Cllr, Employee	The Clerks	Office 365	Encrypted storage, access controls	Management	Consent	As long as necessary
Residents letters	Persons name, address, phone number and email address	MOP	To the intended recipient	Filing cabinet, Office 365	Locked Filing cabinet Building covered by CCTV and monitored security system	Management	Legal obligation / public interest	As long as necessary
Resident Surveys	Persons name, address, phone number and email address	MOP	The Clerk Cllr	Locked Filing cabinet	Locked Filing cabinet Building covered by CCTV and monitored security system	Management	Public Interest	Personal data 90 days Anonymised data as long as necessary

Information Out

Bank mandate	name, address, email address	Cllrs, The Clerk	Relevant bank	Office 365, files	Encrypted storage, access controls	Management	Legal obligation	6 years
CCTV	Image	MOP	Police or authorised body	Cloud	Encrypted storage, access controls	Management	Public interest	31 days
Contracts	name, address, email address	Contractor	Contractors	Office 365, files	Encrypted storage, access controls	Legal requirement	Legal obligation	6 years
Council contact details	name, address, phone number and email address	Employees	The Clerk, website, noticeboards, CDC website, GAPTC	Office 365, websites, noticeboard	Encrypted storage, access controls	Legal requirement	Contract	Indefinitely
Councillor contact details	name, address*, phone number* and email address	Cllr	The Clerk, website, noticeboards, NFDC website	Office 365, websites, noticeboard, files	Encrypted storage, access controls, locked office	Legal requirement	Contract	Term of office
Councillor personal information consent	name, address*, phone number* and email address	Cllr	The Clerk, website, noticeboards	Office 365, websites, noticeboard, files	Encrypted storage, access controls, Locked Filing cabinet Building covered by CCTV and monitored security system	Legal requirement	Contract	Term of office

Councillor register of interests	name, address, spouses name, address and employer	Cllr, MOP	The Clerk, website, NFDC website	Office 365, files, website	Encrypted storage, access controls, locked office	Legal requirement	Legal obligation	18 month after term of office ends
Email out	email address, name	MOP, Cllr, The Clerk, contractors	To intended recipients	Office 365	Encrypted storage, access controls	Management	Contract / legal obligation / consent	As long as necessary
Grant request	name, address, email address	Employee	Grant provider	Office 365, files	Encrypted storage, access controls	Management	Public interest	6 years + current
Invoices (income)	name, address, email address	MOP, Cllr, The Clerk, contractors	To intended recipients	Files, Office 365, Sage, Bank	Encrypted storage, access controls, Locked Filing cabinet Building covered by CCTV and monitored security system	Sales	Contract	6 years + current
Lease agreements	name, address, email address	MOP, Organisation	The Clerk, Council, Solicitors	Office 365, files	Encrypted storage, access controls	Legal requirement	Legal obligation	Indefinitely
Minutes	Name	Cllr, The Clerk	Cllrs, website, Gloucestershire Archives	Office 365, files, website	Encrypted storage, access controls, I Locked Filing cabinet Building covered by CCTV and monitored security system	Legal requirement	Legal obligation / public interest	Indefinitely
Training requests	name, address, email address	Cllrs, The Clerk	Training provider	Office 365, files	Encrypted storage, access controls	Management	Public interest	until actioned
Employment Info								
Application forms (Successful)	name, address, telephone, email, employment history, qualifications, disability diagnosis	Employees	Clerk	Office 365, files	Encrypted storage, access controls, Locked Filing cabinet Building covered by CCTV and monitored security system	Contract	Contract	period of employment plus 6 months
Application Forms (Unsuccessful)	name, address, telephone, email, employment history, qualifications, disability diagnosis	Employees	Clerk	Office 365, files	Encrypted storage, access controls, Locked Filing cabinet Building covered by CCTV and monitored security system	Contract	Contract	6 months
Disciplinary / Grievance files	name, address	Employees	Clerk, Council Staffing Committee, Staffing Appeals Committee	Office 365, files	Encrypted storage, access controls	Contract	Contract	12 years
Employment contracts	name, address, salary details	Employees	Clerk, Council	Office 365, files	Encrypted storage, access controls	Contract	Contract	12 years

Leave forms	name	Employees	Clerk, Chairman or Vice Chairman	Office 365, files	Encrypted storage, access controls, Locked Filing cabinet Building covered by CCTV and monitored security system	Contract	Contract	period of employment plus 6 months
Sickness records	name, address, disability, diagnosis	Employees	Clerk, Council Staffing Committee	Office 365, files	Encrypted storage, access controls, Locked Filing cabinet Building covered by CCTV and monitored security system	Contract	Contract	period of employment plus 6 months
Training Record	name	Employees, Cllrs	Clerk	Office 365	Encrypted storage, access controls	Contract	Contract	Term of office

Key* May not publish information
 Cllr - Councillor
 MOP – Member of the Public
 CDC – Cotswold District Council