

Adopted by Witham St Hughs Parish Council January 2020. Reviewed Feb 2021, Feb 2022

Council contact details	
Contact name:	Mrs Rachel Popplewell
Contact address:	The Parish Office, The Village Hall, Caraway Drive, Witham St Hughs, Lincoln. LN6 9XG
Contact phone number:	01522 869643
Contact email:	parish.clerk@withamsthughs-pc.gov.uk



DPO contact details	
Contact name:	
Contact address:	
Contact phone number:	
Contact email:	

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?
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	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	Password protected	Sales	Contract/legal obligation/public interest	6 years
Residents letters	Name, Address, email, phone number	Resident	To recipient and to council meeting	Filing cabinet	Locked Cabinet. Double lock to office door	Management	Legal obligation/public interest	as long as required/or action completed.
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet	Locked Cabinet. Double lock to office door	Legal requirement	Legal obligation	while in office.
Councillors register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/cloud/website	Locked Cabinet. Double lock to office door	Legal requirement	Legal obligation	whilst in office.
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive/cloud	Password/encryption	Legal requirement	Legal obligation	Term of office
Allotment register	Name, address, telephone number	Resident	To clerk and Liaison Officer	Filing cabinet/hard drive/cloud	Password/encryption. Locked Cabinet. Double Lock to office door	Management	Public interest/legal obligation/contract	until plot is given up
Allotment tenancy agreements	Name, address	Resident	To clerk and Liaison Officer	Filing cabinet/hard drive/cloud	Password/encryption. Locked Cabinet. Double Lock to office door	Management	Contract/legal obligation/public interest	until plot is given up
Planning applications	Name, address	Resident	To clerk, council	Filing cabinet/hard drive/cloud	Password/encryption. Locked Cabinet. Double Lock to office door		Public interest	
Photographs	Name, address		Website/newsletter/archive	Hard drive/cloud/filing cabinet	Password/encryption. Locked Cabinet. Double Lock to office door		Legal obligation/public interest	
CCTV footage	Photo		Hard drive	Hard drive	Password protected	Management and Security Public Safety	Public Interest	
Lease agreements	Name, address, telephone number		To clerk, council, solicitor	Hard drive/cloud/filing cabinet	Password/encryption. Locked Cabinet. Double Lock to office door	Management	Legal Obligation	12 years
Contractors insurance documents	Name, address, telephone number		To clerk	Hard drive/cloud/filing cabinet	Password/encryption. Locked Cabinet. Double Lock to office door	Management	Contract/legal obligation/public interest	6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Resident	To clerk, council	Hard drive/cloud/filing cabinet	Password/encryption. Locked Cabinet. Double Lock to office door	Management/Financial	Public interest	3 years
Consent forms	Name, address, telephone number, email		To clerk	Hard drive/cloud/filing cabinet	Password/encryption. Locked Cabinet. Double Lock to office door	Management	Public interest/legal obligation/contract	
Record of consents	Name, address, telephone number, email		To clerk	Hard drive/cloud/filing cabinet	Password/encryption. Locked Cabinet. Double Lock to office door	Management	Public interest/legal obligation/contract	
Accident book	Name, address, telephone number		To clerk, chairman	filing cabinet	Locked Cabinet. Double Lock to office door	Legal requirement	Legal obligation	3 years

Training requests	Name	Clerk/councillor	To clerk, council	Hard drive/cloud/filing cabinet/email	Password/encryption. Locked Cabinet. Double Lock to office door	Management	Legal obligation	
Information out								
Email out	Email address, persons name		To intended recipients	Email	Password/encryption. Locked Cabinet. Double Lock to office door		Contract/legal obligation/consent	
Invoices sent hard copy	Name and address		To intended recipients	Hard drive/filing cabinet/cloud	Password/encryption. Locked Cabinet. Double Lock to office door	Management	Contract	6 years
Invoices sent via email	Email address, persons name		To intended recipients	Email/hard drive/filing cabinet/cloud	Password/encryption. Locked Cabinet. Double Lock to office door		Contract	
Council contact details			To NKDC	Email/hard drive/filing cabinet/cloud	Password/encryption. Locked Cabinet. Double Lock to office door		Contract	
Minutes			To councillors, website	Email/hard drive/filing cabinet/cloud	Password/encryption. Locked Cabinet. Double Lock to office door	Legal requirement	Public interest	must be kept for ever
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet/hard drive/cloud/website	Password/encryption. Locked Cabinet. Double Lock to office door	Legal requirement	Legal obligation	
Lease agreements	Email address, persons name, address, bank details	Clerk, Council, residents, contractors	To recipient	Email/hard drive/filing cabinet/cloud	Password/encryption. Locked Cabinet. Double Lock to office door	Financial/management	Contract	12 years
Bank mandate	Account details	Clerk, Council	To relevant banks	Password protected	Password/encryption. Locked Cabinet. Double Lock to office door	Financial/management	contract	whilst applicable.
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive/filing cabinet/cloud/email	Password/encryption. Locked Cabinet. Double Lock to office door	Financial/management	Contract/public interest	3 years
Record of grant submissions	Email address, persons name, address, bank details	Clerk, Council	To council		Password/encryption. Locked Cabinet. Double Lock to office door	Financial/management	Contract/public interest/legal obligation	
Accident book	Name, address	Clerk, councillor, resident, contractor	To council/insurers	Hard copy/email		Health and Safety	Legal obligation	3 years
Training requests	Email address, persons name, address	Clerk, councillor	To training provider	Hard drive/filing cabinet/cloud	Password/encryption. Locked Cabinet. Double Lock to office door	Management	contract	
Employment information								
Clerks payroll	Name, address, NI number, bank details	Employees	HMRC/payroll provider/pension provider	Hard drive	One Drive/Employees/payments schedule	Financial	Legal obligation	3 years
Clerks employment contract	Name, address	Employees	Clerk/chairman/staffing committee	Filing cabinet/hard drive	One Drive/Employees/	Contract	Contract	6 years
Clerks appraisals	Name	Employees	Clerk/chairman/staffing committee	Filing cabinet/hard drive	One Drive/Employee	Contract	Contract	6 years
Litter Pickers & Caretakers payroll	Name, address, NI number, bank details	Employees	HMRC/payroll provider/pension provider	Hard drive	One Drive/Employees/payments schedule	Financial	Legal obligation	3 years
Litter Pickers & Caretakers employment contract	Name, address	Employees	Clerk/chairman/staffing committee	Filing cabinet/hard drive	one drive/employees	Contract	Contract	6 years
Appraisals Caretakers & litter pickers.	Name	Employees	Clerk/chairman/staffing committee	Filing cabinet/hard drive	One Drive/Employee	Contract	Contract	6 years
Pension Documents	Monthly returns	Employees	Clerk/pension provider	One drive/filing cabinet	One Drive/Employees/payments schedule	Contractual	Contractual/legal obligation	4 years
HMRC record	P60, P45 & monthly returns	Employees	Clerk/HMRC/Employee	onedrive/locked cabinet	one drive/employee/payments schedule	contractual/legal obligation	Contractual/legal obligation	3 years