

**Adopted by Grendon Council Parish Council on 14th May 2018**  
 Reviewed and accepted: 11.11.2024

Signed .....

Chair

Dated .....

Council contact details	
<b>Contact name:</b>	Sylvia Tilaks, Clerk
<b>Contact address:</b>	15 Main Road, Grendon, Northants, NN7 1JW
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<b>Contact email:</b>	<a href="mailto:clerk@grendon-pc.org.uk">clerk@grendon-pc.org.uk</a>

DPO contact details	
<b>Contact name:</b>	NCALC DPO service
<b>Contact address:</b>	Northamptonshire County Association of Local Councils PO Box 7936 Brackley Northamptonshire NN13 9BY
<b>Contact phone number:</b>	01327 831482
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<b>Next review date:</b>	Nov-25

COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E	COLUMN F	COLUMN G	COLUMN H	COLUMN I	COLUMN J
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?	Data shared with any third parties?
<b>Information in</b>									
Email in	Email address, persons name and possibly phone number	Resident/councillor/employee/c ontractor	To the intended recipient/council meeting	Email server/hard drive/hard copy	Password/encryption	Management	Public interest/legal obligation/contract	As long as necessary	Contractor
Phone message	Persons name and phone number	Resident/councillor/employee/c ontractor	To the intended recipient	Telephone system/written note	None	Management	Public interest/contract/legal obligation	Until actioned	No
Phone call	Persons name, phone number and possibly email address for follow up	Resident/councillor/employee/c ontractor	To recipient	N/A	None	Management	Public interest/legal obligation/contract	Until actioned	No
Invoices	Persons name, email address, address, bank details	Contractor	To recipient and to council meeting	Filing cabinet/email system/hard drive	password/encryption/locked filing cabinet/office	Sales	Contract/legal obligation/public interest	8 years	No
Newsletters		Resident/contractor	To recipient and to council meeting	Filing cabinet/email system/hard drive	password/encryption/locked filing cabinet/office	Management	Contract/public interest	As long as necessary	No
Residents letters	Persons name, address, phone number and possibly email address for follow up	Resident	To recipient and to council meeting	Filing cabinet	password/encryption/locked filing cabinet/office	Management	Legal obligation/public interest	As long as necessary	No
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet	password/encryption/locked filing cabinet/office	Legal requirement	Legal obligation	Term of office	No
Councillors register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/cloud/website	password/encryption/locked filing cabinet/office	Legal requirement	Legal obligation	Term of office	No
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive/cloud	password/encryption/locked filing cabinet/office	Legal requirement	Legal obligation	Term of office	No
Allotment register	Name, address, telephone number	Resident	To clerk	Filing cabinet/hard drive/cloud	password/encryption/locked filing cabinet/office	Management	Contract	6 years	No
Allotment tenancy agreements	Name, address	Resident	To clerk	Filing cabinet/hard drive/cloud	password/encryption/locked filing cabinet/office	Management	Contract	until contract ceases	No
Planning applications	Name, address	Resident	To clerk, council	Filing cabinet/hard drive/cloud	password/encryption/locked filing cabinets/office	Management	Public interest	6 months after works completed	No
Photographs	Name, address		Website/newsletter/archive	Hard drive/cloud/filing cabinet	Password/encryption		Consent		
Contractors contracts, references & insurance documents	Name, address, telephone number	Contractor / employers	To clerk	Hard drive/cloud/filing cabinet	password/encryption/locked filing cabinets/office	Management	contract	6 years	No
Grant applications to the council	Name, address, telephone number, email, bank details	Resident	To clerk, council	Hard drive/cloud/filing cabinet	password/encryption/locked filing cabinets/office	Management/Financial	Public interest	3 years	No
Consent forms	Name, address, telephone number, email		To clerk	Hard drive/cloud/filing cabinet	password/encryption/locked filing cabinets/office	Management	Contract	Until consent withdrawn	No
Record of consents	Name, address, telephone number, email		To clerk	Hard drive/cloud/filing cabinet	password/encryption/locked filing cabinets/office	Management	Contract	Until consent withdrawn	No
Emergency plan contacts	Name, address, telephone number	Clerk/ councillors/ residents	To clerk, council	Hard drive/cloud/filing cabinet	password/encryption/locked filing cabinets/office	management	Public interest	Until consent withdrawn	Contactors
Accident book	Name, address, telephone number		To clerk, chairman	Hard drive/cloud/filing cabinet	password/encryption/locked filing cabinets/office	Legal requirement	Legal obligation	3 years	No

Training requests	Name	Clerk/councillor	To clerk, council	Hard drive/cloud/filing cabinet/email	password/encryption/locked filing cabinets/office	Management	Legal obligation	Term of office	Training providers
<b>Information out</b>									
Email out	Email address, persons name		To intended recipients	Email	Password/encryption	management	Contract/legal obligation/consent	As long as necessary	No
Invoices sent hard copy	Name and address		To intended recipients	Hard drive/filing cabinet/cloud	password/encryption/locked filing cabinets/office	Management	Contract	8 years	No
Invoices sent via email	Email address, persons name		To intended recipients	Email/hard drive/filing cabinet/cloud	password/encryption/locked filing cabinets/office	Management	Contract	8 years	No
Newsletters	Email address, persons name, address	Residents	To intended recipients		None		Consent	As long as necessary	No
Council contact details	Telephone numbers	Councillors	To Northants CALC	Hard drive/filing cabinet/cloud	password/encryption/locked filing cabinets/office	Management	Contract	Term of office	Contractors
Minutes			To councillors, website			Legal requirement	Public interest	Indefinitely (transferred to records office)	No
Councillors register of interests	Name, address	Councillor	To Electoral Officer/website	Filing cabinet/hard drive/cloud/website	password/encryption/locked filing cabinets/office	Legal requirement	Legal obligation	Term of office	No
Emergency Plan contacts	Name, address & telephone	Clerk, councillor & residents	To councillors, other agencies	Filing cabinet/hard drive/cloud/website	None	Management	Public interest	Until consent withdrawn	Contractors
Bank mandate			To relevant banks	Filing cabinet/hard drive/cloud/website	password/encryption/locked filing cabinets/office	Financial/management	Contract	Until signatories changed	Banks
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive/filing cabinet/cloud/email	password/encryption/locked filing cabinets/office	Financial/management	Contract/public interest	3 years	No
Record of grant submissions	name & address	residents	To council	Filing cabinet/hard drive/cloud/website	password/encryption/locked filing cabinets/office	Financial/management	Contract/public interest	3 years	No
Accident book	Name, address	Clerk, councillor, resident, contractor	To council/insurers	Hard copy/email	password/encryption/locked filing cabinets/office	Health and Safety	Legal obligation	3 years	No
Training requests	Email address, persons name, address		To training provider	Hard drive/filing cabinet/cloud	password/encryption/locked filing cabinets/office	Management		Term of office	Training providers
<b>Employment information</b>									
Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	Filing cabinet/hard drive/cloud/website	password/encryption/locked filing cabinets/office	Financial	Legal obligation	3 years	Bank
Clerks employment contract	Name, address	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive	password/encryption/locked filing cabinets/office	Contract	Contract	6 years	No
Clerks appraisals	Name	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive	password/encryption/locked filing cabinets/office	Contract	Contract	6 years	No