

## STOCKSBRIDGE TOWN COUNCIL - GDPR DATA MAP

Information type	Personal information collected	Category of individual	Where the data goes	Where and how the data is stored	What security measures are used	Processing purpose	Lawful basis for processing	Retention schedule
<b>Information in</b>								
Email in	Email address, person's name and possibly phone number	Resident/Councillor/employee/contractor/community organisation	To the intended recipient/Council meeting	Cloud storage provider Hard copy	PC/Laptop Password Locked storage	Management	Public interest/legal obligation/contract	As long as necessary
Phone message	Person's name and phone number	Resident/Councillor/employee/contractor/community organisation	To the intended recipient	Telephone system Written note	None	Management	Public interest/legal obligation/contract	Until actioned
Phone call	Person's name, phone number and possibly email address for follow up	Resident/Councillor/employee/contractor/community organisation	To recipient	N/A	None	Management	Public interest/legal obligation/contract	Until actioned
Invoices	Person's name, email address, bank details	Contractor	To recipient and to Council meeting	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Sales/Purchases	Contract/legal obligation/public interest	8 years
Newsletters	Group contact names, telephone and email	Resident/contractor	To recipient and to Council meeting	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Management	Contract/public interest	As long as necessary
Residents letters	Names, addresses, telephone no and email	Resident	To recipient and to Council meeting	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Unrequested	Legal obligation/public interest	Until actioned
Councillors acceptance of office forms	Name	Councillor	To Clerk	Filing cabinet	Locked storage	Legal requirement	Legal obligation	As long as necessary
Councillors register of interests	Name, address	Councillor	To Clerk Sheffield City Council	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Legal requirement	Legal obligation	Term of office
Planning applications	Name, address	Resident	To Clerk, Council	Cloud storage provider Website	PC/Laptop Password Locked storage	Consultation	Public interest	Until completed
Photographs	Name, address	Resident/Councillor/employee/contractor/community organisation	Website/newsletter/archive	Cloud storage provider Website	PC/Laptop Password Locked storage	Public Record	Consent	As long as necessary
School Competitions	Name	Pupils	Clerk, Council, Recipient	Cloud storage provider Website Filing cabinet	PC/Laptop Password Locked storage	Public Record	Public Interest Consent	3 years
Electoral Roll	Names & Addresses	Residents	To Clerk	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Public Record/ Management	Management	1 Year
Lease agreements	Name, address, telephone number	Residents/Contractors	To Clerk, Council, Solicitor	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Management	Contract	12 Years
Contractors insurance documents	Name, address, telephone number	Contractor	To Clerk	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Management	Contract	6 years
Grant applications to the Council	Name, address, telephone number, email, bank details	Community Organisations	To Clerk, Council	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Management/Financial	Public interest	3 years
Consent forms	Name, address, telephone number, email	Resident/Contractor/Councillor	To Clerk	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Management	Contract	6 Years
Emergency plan contacts	Name, address, telephone number	Residents/Contractors	To Clerk, Council	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	In case of emergency	Public Interest	Term of Plan
Accident book	Name, address, telephone number	Any	To Clerk, Chairman	File	Locked storage	Legal requirement	Legal obligation	3 years

Information Out								
Email out	Email address, person's name	Resident/Contractor/Councillor/ employee/community organisation	To intended recipients	Cloud storage provider Hard copy	PC/Laptop Password Locked storage	Management	Contract/legal obligation/consent	As long as necessary
Invoices sent hard copy and/or email	Name and address, email address	Contractor/Tenants/Community Organisations	To intended recipients	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Management/Financial	Contract	As long as necessary
Newsletters	Email address, person's name, address	Residents	To intended recipients	Filing cabinet Cloud storage provider Website	PC/Laptop Password Locked storage	Consent/Publishing	Consent	As long as necessary
Council contact details	Email address, person's name, address	Residents/Contractors	To Sheffield City Council & other intended recipients	Filing cabinet Cloud storage provider Website	PC/Laptop Password Locked storage	Management	Contract	As long as necessary
Minutes	Names	Residents/Councillors	To Councillors, Website	Filing cabinet Cloud storage provider Website	PC/Laptop Password Locked storage	Legal requirement	Public interest	Indefinitely - passed to Archive
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet Cloud storage provider Website	PC/Laptop Password Locked storage	Legal requirement	Legal obligation	Term of office
Emergency Plan contacts	Email address, person's name, address	Residents/Councillors/ Contractors	To Councillors, other agencies	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Management	Public interest	As long as necessary
Lease agreements	Names and Addresses	Tenants	To recipient	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Management	Financial	12 years
Bank mandate	Names, addresses and bank details	Clerk, Bank	To relevant Banks	Filing cabinet	Locked storage	Management/Financial	Financial	As long as necessary
Grant request	Email address, person's name, address, bank details	Clerk	To grant provider	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Management/Financial	Contract/public interest	3 years
Accident book	Name, address	Clerk, Councillor, Resident, Contractor	To Council/insurers	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Health and Safety	Legal obligation	3 years
Employment Information								
Payroll	Name, address, NI number, bank details	All Staff	HMRC/payroll provider/pension provider	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Financial	Legal obligation	6 years
Employment contracts	Name, address	All Staff	Clerk/Chairman/ Personnel committee	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Contract	Contract	6 years
Appraisals	Name	All Staff	Clerk/Chairman/ Personnel committee	Filing cabinet Cloud storage provider	PC/Laptop Password Locked storage	Contract	Contract	6 years