

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?
Information in								
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/locked office	Sales	Contract/legal obligation/public interest	8 years
Newsletters		Resident/councillor/employee/contractor	To recipient and to council meeting	Filing cabinet/email system/hard drive	Password/locked office	Management	Contract/public interest	
Residents letters	Persons name, address, phone number, email address	Resident	To recipient and to council meeting	Filing cabinet	Locked office	Management	Legal obligation/public interest	As long as necessary
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet	Locked office	Legal requirement	Legal obligation	Term of office
Electoral Roll	Name, address	Residents	To clerk	Hard drive	Password/locked office	Management	Public interest	Indefinitely
Councillors register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/website	Password/locked office	Legal requirement	Legal obligation	Indefinitely
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive	Password/locked office	Legal requirement	Legal obligation	Term of office
Allotment register	Name, address, telephone number	Resident	To clerk	Hard drive/filing cabinet	Password/locked office	Management	Contract	Indefinitely
Allotment tenancy agreements	Name, address	Resident	To clerk	Hard drive/filing cabinet	Password/locked office	Management	Contract	Indefinitely
Planning applications	Name, address	Resident	To clerk, council	Hard drive/filing cabinet	Password/locked office	Management	Public interest	As long as necessary
Photographs	Name, address	Resident/councillor	Website/archive	Hard drive/filing cabinet	Password/locked office	Management	Consent	As long as necessary
Lease agreements	Name, address, telephone number	Resident	To clerk, council, solicitor	Hard drive/filing cabinet	Password/locked office	Management	Contract	12 years
Contractors insurance documents	Name, address, telephone number	Contractor	To clerk	Hard drive/filing cabinet	Password/locked office	Legal requirement	Legal obligation	6 years after policy end
Grant applications to the council	Name, address, telephone number, email, bank details	Resident	To clerk	Hard drive/filing cabinet	Password/locked office	Management/Financial	Public interest	3 years
Record of consents	Name, address, telephone number, email		To clerk	Hard drive/filing cabinet	Password/locked office	Management		
Emergency plan contacts	Name, address, telephone number		To clerk, council	Hard drive/filing cabinet	Password			
Accident book	Name, address, telephone number	Resident/councillor/employee/contractor	To clerk, chairman	Filing cabinet	Locked office	Legal requirement	Legal obligation	3 years from date of last entry
GDPR Security Compliance Forms	Name	Councillor	To clerk	Filing cabinet	Locked office	Legal requirement	Legal obligation	Until actioned
Training requests	Name	Clerk/councillor	To clerk, council	Hard drive/filing cabinet/email	Password/locked office	Management	Legal obligation	Until actioned
Information out								
Email out	Email address, persons name	Resident/councillor/employee/contractor	To intended recipients	Email	Password/locked office	Management	Contract/legal obligation/consent	As long as necessary
Invoices sent hard copy	Name and address	Resident/councillor/employee/contractor	To intended recipients	Hard drive/filing cabinet	Password/locked office	Sales	Contract	6 years
Invoices sent via email	Email address, persons name	Resident/councillor/employee/contractor	To intended recipients	Email/hard drive/filing cabinet	Password/locked office	Sales	Contract	6 years
Council contact details	Email address, persons name, address	Councillor	To Bucks and MK ALC	Email/website	Password/locked office	Legal requirement	Contract	Duration of office
Minutes	Name	Councillor	To councillors, website	Hard drive/filing cabinet	Password/locked office	Legal requirement	Public interest	Indefinite
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet/hard drive/website	Password/locked office	Legal requirement	Legal obligation	Indefinite
Emergency Plan contacts			To councillors, other agencies				Public interest	
Contracts	Email address, persons name, address	Contractor	To contractor	Email/hard drive/filing cabinet	Password/locked office	Financial/management	Contract/public interest	6 years
Bank mandate	Email address, persons name, address	Contractor	To relevant banks	Hard drive/filing cabinet	Password/locked office	Financial/management	Legal obligation	6 years
Grant request	Email address, persons name, address, bank details	Councillor	To grant provider	Hard drive/filing cabinet/email	Password/locked office	Financial/management	Contract/public interest	3 years
Record of grant submissions	Name	Councillor	To council	Hard drive/filing cabinet/email	Password/locked office	Financial/management	Public interest	3 years
Accident book	Name, address	Clerk, councillor, resident, contractor	To council/insurers	Hard copy/email	Password/locked office	Health and Safety	Legal obligation	3 years
Training requests	Email address, persons name, address	Councillor/Clerk	To training provider	Hard drive/filing cabinet	Password/locked office	Management	Public interest	Until actioned
Employment information								
Payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	Hard drive	Password	Financial	Legal obligation	3 years
Employment contract	Name, address	Clerk	Clerk/chairman	Hard drive/filing cabinet/email	Password/locked office	Contract	Contract	6 years after ceasing employment
Disciplinary/Grievance files	Name, address	Clerk	Clerk/chairman	Hard drive/filing cabinet/email	Password/locked office	Contract	Contract	6 years after ceasing employment