



## Data Map

| PERSONAL DATA PROCESSED | Categories of Data  | PURPOSE OF PROCESSING  | CATEGORIES OF RECIPIENTS (SHARING WITH OTHER DATA CONTROLLERS) | CATEGORIES OF PROCESSORS (ON BEHALF OF PC)                          | CONDITION FOR PROCESSING SPECIAL CATEGORY DATA - ARTICLE 9 | LAWFUL BASIS FOR PROCESSING - ARTICLE 6 | HOW IS IT STORED  | STEPS TAKEN TO ANONYMISE DATA   | SECURITY/ACCESS   |
|-------------------------|---|--|--|---|--|---|---|---|---|
| Councillor Records      | Councillor contact information, special category data, bank details, register of interest | To enable council business, publish contact details, manage register of interest | Local authority  | Website and email provider, cloud storage provider, Cllrs and Clerk | substantial public interest                                | Legal requirement/Public Task           | Hard copies and electronic copies held by the Clerk (Dedicated laptop). Council secure drive/cloud storage, Some councillors may have electronic copies on personal computers for carrying out PC functions | Written consent to be obtained prior to sharing any personal information. If none obtained, then the information is anonymised.   | Password protected laptop, locked storage, .gov.uk email and limited access, backed up on password protected hard-drive, anti-virus |
| Employer Records        | Contact information, special category data, appraisal, leave information, bank details    | Employment administration and legal obligations                                  | Payroll provider, HMRC, Pension provider, bank                 | Cloud storage provider, Cllrs and Clerk                             | Employment, social security, or social protection          | Contract and legal obligation           | Hard copies and electronic copies held by the Clerk (Dedicated laptop). Council secure drive/cloud storage, hard drive  | Written consent to be obtained prior to sharing any personal information. If none obtained, then the information is anonymised. Invoices (Payroll costs) and other documents only shared for the processing of transactions | Password protected laptop, locked storage, .gov.uk email and limited access, backed up on password protected hard-drive. Anti-virus |
| Resident correspondence | Contact details, identity, special category data  | To respond to queries service requests or complaints                             | Local authority, City councillors                              | Website and email provider, cloud storage provider, Cllrs and Clerk | Consent  | Public task and consent                 | Hard copies and electronic copies held by the Clerk (Dedicated laptop). Council secure drive/cloud storage, council contact form system, .gov.uk email. Letters shredded once stored online                 | Written consent to be obtained prior to sharing any personal information. If none obtained, then the information is anonymised. BCC to be used for emails as required.  | Gov.uk email only, antivirus, restricted access,  |

|   |  |   |                                       |   |     |  |   |  |   |
|---|--|---|---------------------------------------|---|-----|--|---|--|---|
| Planning applications -                     | Residents, developers and consultees contact information   | To respond to applications and consultations  | Local authority                       | Website and email provider, cloud storage provider, Cllrs and Clerk | N/A | Public Task                                | Can be accessed via local planning portal, additional information not in public domain stored on Clerks laptop and OneDrive | Written consent to be obtained prior to sharing any personal information. If none obtained, then the information is anonymised.  | Password protected laptop, locked storage, .gov.uk email and limited access, backed up on password protected hard-drive. Anti-virus |
| Supplier and contractor data                | Bank details, contact information, references  | To manage payments and procurement, administration  | N/A                                   | Email provider, cloud storage provider,                             | N/A | Contract and legal obligation, public task | Hard copies and electronic copies held by the Clerk (Dedicated laptop). Council secure drive/cloud storage,                 | Written consent to be obtained prior to sharing any personal information. If none obtained, then the information is anonymised. BCC to be used for emails as required. | Password protected laptop, locked storage, .gov.uk email and limited access, backed up on password protected hard-drive, anti-virus |
| Village Hall information                    | Lease, bank details, contact information   | Processing donation/grants, lease, arranging repair works   | Approved solicitor, contractors, bank | email provider, cloud storage provider, Cllrs and Clerk             | N/A | legal requirement/Public Task a            | Hard copies and electronic copies held by the Clerk (Dedicated laptop). Council secure drive/cloud storage, .gov.uk email   | Written consent to be obtained prior to sharing any personal information. If none obtained, then the information is anonymised. BCC to be used for emails as required. | Password protected laptop, locked storage, .gov.uk email and limited access, backed up on password protected hard-drive, anti-virus |
| Glebe Field Information                     | Contact, bank details, insurance,  | Processing the use of the field and hire agreement  | N/A                                   | email provider, cloud storage provider, Cllrs and Clerk             | N/A | legal requirement and Public Task          | Hard copies and electronic copies held by the Clerk (Dedicated laptop). Council secure drive/cloud storage, .gov.uk email   | Written consent to be obtained prior to sharing any personal information. If none obtained, then the information is anonymised. BCC to be used for emails as required. | Password protected laptop, locked storage, .gov.uk email and limited access, backed up on password protected hard-drive, anti-virus |
| Council Owned Land Tenant and hirer records | Contact details, lease, insurance, organisation statutory documents such as constitution, emergency contact, | Processing ownership, lease, communication, emergency information, processing grants and payments | N/A                                   | email and website provider, cloud storage provider, Cllrs and Clerk | N/A | Legal obligation and public task           | Hard copies and electronic copies held by the Clerk (Dedicated laptop). Council secure drive/cloud storage, .gov.uk email   | Written consent to be obtained prior to sharing any personal information. If none obtained, then the information is anonymised. BCC to be used for emails as required. | Password protected laptop, locked storage, .gov.uk email and limited access, backed up on password protected hard-drive, anti-virus |

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|---------------------|---|--|--------------------------------|---|-----|----------------------------------|---|--|---|
| Financial records   | Contact information, identity, bank details, budget, audits, payments, invoices | Financial management and statutory reporting | Internal and external auditors | email and website provider, cloud storage provider, Cllrs and Clerk                             | N/A | Legal obligation and public task | Hard copies and electronic copies held by the Clerk (Dedicated laptop). Council secure drive/cloud storage, .gov.uk email | Written consent to be obtained prior to sharing any personal information. If none obtained, then the information is anonymised. BCC to be used for emails as required. Invoices and other documents only shared for the processing of transactions | Password protected laptop, locked storage, .gov.uk email and limited access, backed up on password protected hard-drive, anti-virus |
| Meeting information | Public speakers, names of councillors and suppliers, complaints                 | Statutory record of meetings                 | N/A                            | email and website provider, cloud storage provider, Cllrs and Clerk, public (published versions | N/A | Legal obligation and public task | Hard copies and electronic copies held by the Clerk (Dedicated laptop). Council secure drive/cloud storage, .gov.uk email | Information that might identify individuals are not included in minutes or meeting reports   | Version control, redaction of personal data   |

This document is to be read in conjunction with the following policies:

- Privacy Policy
- Records Management Policy
- Data Protection policy
- IT policy