

Welton-by-Lincoln Parish Council

Council contact details	DPO contact details
Contact name: Julie Murray, Proper Officer	Contact name: Sandra Waller
Contact address: The Parish Office, 7 Lincoln Road, Welton, Lincoln, LN2 3HZ	Contact address: The Parish Office, 7 Lincoln Road, Welton, Lincoln, LN2 3HZ
Contact phone number: 01673 860336	Contact phone number: 01673 860336
Contact email: clerk@welton-by-lincoln-pc.gov.uk	Contact email: clerk@welton-by-lincoln-pc.gov.uk

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 numbers and information contained within the email	Resident/councillor/employee/contractor	To the intended recipient/council meeting	Email server/hard drive/hard copy/cloud	Password/encryption	Management	Public interest/legal obligation/contract	As long as required for intended purpose
Phone message	Persons name, phone numbers and information contained within the message	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/cloud		Sales	Contract/legal obligation/public interest	8 years
Newsletters		Resident/contractor	To recipient and to council meeting	Filing cabinet/email system/hard drive		Management	Contract/public interest	As long as required for intended purpose
Residents letters		Resident	To recipient and to council meeting	Filing cabinet			Legal obligation/public interest	As long as required for intended purpose
Councillors Acceptance of Office forms	Name	Councillor	To clerk	Filing cabinet		Legal requirement	Legal obligation	Term of office
Councillors Register of Interests	Name, address, email address, information statutorily required	Councillor	To clerk, District Council and published	Filing cabinet/hard drive/cloud/website		Legal requirement	Legal obligation	Term of office
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive/cloud		Legal requirement	Legal obligation	Term of office
Allotment register	Name, address, telephone number and email address	Resident	To clerk	Filing cabinet/hard drive/cloud		Management	Contract	Statutory requirement
Allotment tenancy agreements	Name, address	Resident	To clerk	Filing cabinet/hard drive/cloud		Management	Contract	Statutory requirement
Planning applications	Name, address, telephone number and email address	Resident	To clerk, council	Filing cabinet/hard drive/cloud			Public interest	
Photographs	Name, address, telephone number and email address		Website/newsletter/archive	Hard drive/cloud/filing cabinet			Consent	
CCTV footage	Photo		Hard drive	Hard drive/cloud/filing cabinet				
Lease agreements	Name, address, telephone number		To clerk, council, solicitor	Hard drive/cloud/filing cabinet		Management		12 years
Contractors insurance documents	Name, address, telephone number, email	Contractor	To clerk	Hard drive/cloud/filing cabinet				6 years

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Grant applications to the council	Name, address, telephone number, email, bank details	Resident/local organisation	To clerk, council	Hard drive/cloud/filing cabinet		Management/ Financial	Public interest	3 years
Consent forms	Name, address, telephone number, email		To clerk	Hard drive/cloud/filing cabinet		Management		
Record of consents	Name, address, telephone number, email		To clerk	Hard drive/cloud/filing cabinet		Management		
Emergency plan contacts	Name, address, telephone number, email		To clerk, council	Hard drive/cloud/filing cabinet				
Accident book	Name, address, telephone number, email		To clerk, council			Legal requirement	Legal obligation	3 years
Training requests	Name, address, telephone number, email	Staff/councillor	To clerk, council	Hard drive/cloud/filing cabinet/email		Management	Legal obligation	

Information out

Email out	Email address, persons name		To intended recipients	Email			Contract/legal obligation/consent	
Invoices sent hard copy	Name and address		To intended recipients	Hard drive/filing cabinet/cloud		Management	Contract	
Invoices sent via email	Email address, persons name		To intended recipients	Email/hard drive/filing cabinet/cloud			Contract	
Newsletters	Email address, persons name, address	Residents	To intended recipients				Consent	
Council contact details			To intended recipients				Contract	
Minutes			To councillors, website			Legal requirement	Public interest	
Councillors Register of Interests	Name, address	Councillor	To Electoral Officer	Filing cabinet/hard drive/cloud/website		Legal requirement	Legal obligation	
Emergency Plan contacts			To councillors, other agencies	Email/hard drive/filing cabinet/cloud			Public interest	
Lease agreements	Email address, persons name, address, bank details		To recipient	Email/hard drive/filing cabinet/cloud				12 years
Bank mandate	Name, address, DOB	Staff, councillor	To relevant bank	Email/hard drive/filing cabinet/cloud		Financial/management		
Grant request	Email address, persons name, address, bank details	Office staff	To grant provider	Hard drive/filing cabinet/cloud/email		Financial/management	Contract/public interest	3 years
Record of grant submissions	Email address, persons name, address, bank details		To council					
Accident book	Name, address	Staff, councillor, resident, contractor	To council/insurers	Hard copy/email		Health and Safety	Legal obligation	3 years
Training requests	Email address, persons name, address		To training provider	Hard drive/filing cabinet/cloud				

Employment information

Staff payroll	Name, address, NI number, bank details	Staff	HMRC/payroll and pension providers	Hard drive/filing cabinet/cloud		Financial	Legal obligation	3 years
Staff employment contracts	Name, address	Staff	Clerk/chairman/personnel committee	Hard drive/filing cabinet/cloud		Contract	Contract	6 years
Staff appraisals	Name	Staff	Clerk/chairman/personnel panel/M&A committee	Hard drive/filing cabinet/cloud		Contract	Contract	6 years