

| Description                      | Purpose of processing | Lawful basis for processing           | Categories of personal data  | Source of obtaining the personal data  | Who handles and has access to the data | How long is data kept for                               | Where data is currently stored | General description of technical and organisational security measures (if possible) |
|----------------------------------|-----------------------|---------------------------------------|--|--|--|---|--------------------------------|---|
| Accounts                         | Legal Obligation      | Article 6(1)(c) - legal obligation    | Identity. Contact Information. Financial Information   | Directly from individuals and businesses   | Clerk and Councillors                  | Six complete calendar years                             | Sharepoint                     | Encrypted storage in database and limited staff access controls                     |
| Contracts and Tenders            | Contract              | Article 6(1)(b) - Contract            | Identity. Contact Information. Financial Information   | Directly from individuals and businesses   | Clerk and Councillors                  | 7 years after contract end / unsuccessful tender        | Sharepoint                     | Encrypted storage in database and limited staff access controls                     |
| Payroll and Pension              | Legal Obligation      | Article 6(1)(c) - legal obligation    | Identity. Contact Information. Financial Information   | Directly from individuals. HMRC  | Clerk and Finance Officer              | Six complete calendar years                             | Sharepoint                     | Encrypted storage in database and limited staff access controls                     |
| Minutes and Agendas              | Legal Obligation      | Article 6(1)(f) - Legitimate Interest | Identity, Contact and Financial  | Directly from individuals and businesses, other agencies, reports from Councillors | Clerk and Councillors                  | Indefinite  | Sharepoint                     | Encrypted storage in database and limited staff access controls                     |
| Councillor Register of Interests | Legal Obligation      | Article 6(1)(c) - legal obligation    | Identity. Contact Information. Special Category (political opinions, trade union membership, religion, third party personal data, company information, ethnicity). Criminal Record Data. Education | Directly from individuals  | Anyone. Link published on website      | Until end of office                                     | Sharepoint and website         | Public document   |
| Grant applications               | Public Task           | Article 6(1)(e) - Public Task         | Identity, contact, Special Category, gender, age, ethnicity, financial information,  | Directly from individuals and businesses   | Clerk and Councillors                  | 6 years after grant payment or 6 months if unsuccessful | Sharepoint                     | Encrypted storage in database and limited staff access controls                     |
| Mailing lists                    | Consent               | Article 6(1)(b) - Contract            | Contact details  | Directly from individuals  | Clerk                                  | Until opt out   | Sharepoint and MailChimp       | Encrypted storage in database and limited staff access controls                     |
| General Correspondence           | Consent               | Article 6(1)(a) - Consent             | Contact Details  | Directly from individuals  | Clerk and Councillors                  | 1 year.   | Sharepoint                     | Encrypted storage in database and limited staff access controls                     |
| Event Records                    | Consent               | Article 6(1)(a) - Consent             | Contact Details  | Directly from individuals  | Clerk and Councillors                  | 1 year.   | Sharepoint                     | Encrypted storage in database and limited staff access controls                     |
| Photographs                      | Consent               | Article 6(1)(a) - Consent             | Identity   | Photo shoots, events   | Clerk and Councillors                  | 5 years   | Sharepoint                     | Encrypted storage in database and limited staff access controls                     |
| Councillor Information           | Public Task           | Article 6(1)(e) - Public Task         | Identity. Contact Information. Special Category (political opinions, trade union membership, religion, third party personal data, company information, ethnicity). Criminal Record Data. Education | Directly from individuals  | Anyone. Details published on website   | 8 years after term of office                            | Sharepoint                     | Encrypted storage in database and limited staff access controls                     |