

Activity Description	Record types	Data received from	How processed	Data sent to	Risk/impact	Retention period	Justification	Destruction process	Contains personal data	Legal basis for processing	Format	Where stored/ Access control	Volume	Owner	Shared with
Invoicing	Contact details	Organisation Company	Saved electronically or in paper form for audit purposes	Other clerk & occasionally with councillors for information purposes only	Low	7 years	Statutory requirement	Delete and shred	Yes (name, email, telephone)	Contract	Electronically	One drive or paper file	Less than 100 per year	Clerk RFO	Clerk
Grant scheme	Application form	Club or society representative	Saved electronically	No one Information on form shared with councillor but not personal details	Low	7 years	Reasonable amount of time	Delete and shred	Yes (name, email, telephone)	Public task	Electronically	One drive or paper file	Less than 100 per year	Clerk RFO	Clerks
Enquiries	Contact details and enquiry	Members of the public	Saved electronically with the reply	Clerk or appropriate councillors for a response	Low	No longer than is necessary	Reasonable amount of time	Dele	Yes (name, email)	Public task	Electronically	Email drive	Less than 100 per year	Clerk	Clerks
Complaints	Contact details	Members of the public	Saved electronically	Clerk or appropriate councillors for a response	Low	3 years unless legal process is pending	Statutory requirement	Delete	Yes (name, email, telephone)	Public task	Electronically	Email drive	Less than 10 per year	Clerk	Clerks
Staff Sickness Records	Electronic & hard copy	Individual staff	Used to monitor welfare and sickness	No one	Low	7 years from termination of employment	Legitimate interest – monitoring and managing sickness	Delete	Yes (name, personal sickness records)	Legitimate interest	Electronically or hard copy	One drive or paper file	Less than 10 a year	Clerk	Clerks and potentially chairman
Staff Contact details	Electronic	Individual staff	Saved electronically	Chairman if necessary	Low	7 years from termination of employment	Contract monitoring	Delete	Yes (name, address, email, telephone number, salary)	Contract	Electronically	One drive	Less than 10 per year	Clerk	Clerks and potentially chairman
Banking	Bank statements and balances	Natwest Bank Unity Bsnk	Data downloaded	Councillors	High risk int that info contains names, council tax references,	Last completed audited year	Statutory requirement	Paper shredded	Contains names and bank details	Public task and required for auditing purposes	Electronically and paper copies	One drive and paper folder	Less than 100 per year	Clerk	Clerks

					partial bank details										
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Register of Interest forms	Electronic	Councillors	Individual councillors	Clerks and Principal Authority (WDC)	Low	Until the councillor is no longer on the council	Statutory requirement	Delete	Names, addresses, employment details	Statutory requirement	Electronically	One drive, PC website, WDC website	Up to 15 at any one time	Clerk	Website, WDC