

FITZHEAD PARISH COUNCIL

Information Type	Personal Data Collected	Categories of Individual	Where Data Is Shared	Storage Location	Security Measures	Purpose of Processing	Lawful Basis	Retention Period
General Correspondence (emails in/out, letters, telephone messages)	Name, address, email address, telephone number (as provided)	Residents, councillors, contractors, partner authorities	Relevant recipients, council meetings where required	Council email system, cloud storage, secure hard drive, locked filing cabinet (if printed)	Device security, .gov.uk councillor email addresses, controlled access	Administration of council business	Public task; Legal obligation; Contract	Until matter resolved
Financial Information (invoices received or issued, payments, grant applications bank mandates)	Name, address, previous address, email address, bank details, date of birth	Contractors, residents, councillors, staff, grant providers and recipients	Banks, grant bodies, council meetings (as required), auditor	Secure hard drive, cloud storage, email system, locked filing cabinet	Device security, restricted access, secure filing	Financial administration and statutory accounting	Legal obligation; Contract; Public task	Indefinitely
Councillor Statutory Records (acceptance of office, register of interests)	Name, address, email address, telephone number, property and employment details	Councillors	Clerk, Monitoring Officer, Electoral Officer, website (where legally required)	Secure hard drive, cloud storage, website (statutory publication)	Device security restricted access	Compliance with local government legislation	Legal obligation	Term of office (statutory records retained as required by law)
Communications and Publications (newsletters, website content, minutes, photographs)	Name, email address, photographs (where applicable)	Residents, councillors, members of the public	Residents, website,	Secure hard drive, cloud storage, website	Website security on .gov.uk domain	Community communication and transparency	Public task; Consent (where required)	Minutes retained indefinitely Other material retained as long as it remains relevant
Employment and Personnel (payroll, contracts, training)	Name, address, NI number, bank details, training records	Employees, contractors (where applicable)	HMRC, insurers, training providers, council	Secure hard drive, cloud storage, locked filing cabinet	Device security, restricted access	Employment administration and health & safety compliance	Legal obligation; Contract	8 years