

# Mablethorpe Sutton Town Council GDPR Data Map - May 2018

Adopted 21/05/2018

Council Contact Details	
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DPO contact details	
Contact name:	
Contact address:	
Contact number:	
Contact email:	

COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E	COLUMN F	COLUMN G	COLUMN H	COLUMN I
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?
<b>Information in</b>								
E-mail in	Email address, persons name (contact no. possible)	Resident/Councillor/Employee/ Contractor	To Recipient and to Council Meeting	Email Server/Hard Drive/ Hard Copy (where necessary)	Password/Encryption	Management	Public Interest/Legal Obligation/Contract	As long as necessary
Phone Message	Persons name and contact number	Resident/Councillor/Employee/ Contractor	To Recipient	Telephone System/Written Note	Shred all written notes	Management	Public interest/contract/legal obligation	Until actioned
Phone Call	Persons name, contact no. possibly email address (for follow up)	Resident/Councillor/Employee/ Contractor	To Recipient	N/A	N/A	Management	Public interest/legal obligation/contract	Until actioned
Invoices	Persons name, email address, address, bank details	Contractor	To Recipient and to Council Meeting	Files/E-mail System/ Hard Drive	N/A	Sales	Contract/legal obligation/public interest	8 years
Newsletters	N/A	Resident/Contractor	To Recipient and to Council Meeting	Email System/Hard Drive	N/A	Management	Contract/public interest	N/A
Residents Letters	Persons name and contact number	Resident	To Recipient and to Council Meeting	Correspondance File	Shred once expired	Transparency	Legal obligation/public interest	N/A
Cllrs Acceptance of Office Forms	Name	Councillor	To Clerk	Filing Cabinet	Shred once expired	Legal requirement	Legal Obligation	Term of office
Cllrs Register of Interests	Name, address	Councillor	To Clerk	Filing Cabinet/Hard Drive/Website	Shred once expired	Legal requirement	Legal Obligation	Term of office
Email service of agenda consent	Name, email address	Councillor	To Clerk	Hard Copy/Hard Drive	N/A	Legal requirement	Legal Obligation	Term of office
Allotment Register	Name, address, contact no.	Resident	To Clerk	Filing Cabinet/Hard Drive	Shred once expired	Management	Contract	As long as necessary
Allotment Tenancy Agreements	Name, address	Resident	To Clerk	Filing Cabinet	Shred once expired	Management	Legal Obligation	As long as necessary
Burials Register	Name, last address, contact no.	Resident	To Clerk	Filing Cabinet/Hard Drive	N/A	Management	Legal Obligation	As long as necessary
Exclusive Rights of Burial	Persons name, contact no. possibly email address (for follow up)	Resident	To Clerk	Filing Cabinet/Hard Drive	N/A	Management	Legal Obligation	As long as necessary
Memorial Applications	Name, address, contact no.	Resident	To Clerk	Filing Cabinet/Hard Drive	N/A	Management	Legal Obligation	As long as necessary
Planning Applications	Name, address	Resident	To Clerk, Council	Filing Cabinet/Hard Drive	Shred once expired	Consultee	Public interest	N/A
Photographs	Name, address	Various sources	Website/newsletter/ archive	Hard Drive/Filing Cabinet	N/A	Management	Consent	N/A
Lease Agreements	Name, address, contact no.	Lease Holder	To Clerk, Council, Solicitor	Hard Drive/Filing Cabinet	N/A	Management	Legal Obligation	12 years
Contractors Insurance Documents	Name, address, contact no.	Contractor	To Clerk	Hard Drive/Filing Cabinet	Shred once expired	Management/Financial	Legal Obligation	6 years
Grant Applications to the Council	Name, address, contact no., email, bank details	Resident	To Clerk, Council	Hard Drive/Filing cabinet	Shred once expired	Management/Financial	Public interest	3 years
Consent Forms	Name, address, contact no., email	Resident/Councillor/Employee/ Contractor	To Clerk	Hard Drive/Filing Cabinet	Shred once expired	Management	Legal Obligation	As long as necessary

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Information in continued..								
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Record of Consents	Name, address, contact no., email	Resident/Councillor/Employee/ Contractor	To Clerk	Hard Drive/Filing Cabinet	Shred once expired	Management	Legal Obligation	As long as necessary
Emergency Plan (Contacts)	Name, address, contact no.	Resident/Councillor/Employee/ Contractor	To Clerk, Council	Hard Drive/Filing Cabinet	Shred once expired	Management	Public Safety	As long as necessary
Accident Forms	Name, address, contact no.	Resident/Councillor/Employee/ Contractor	To Clerk	Filing Cabinet	N/A	Legal Requirement	Legal Obligation	3 years
Beach Hut Booking	Name, address, contact no., email	Individual	To Clerk	Hard Drive/Filing Cabinet	Shred once expired	Financial/Management	Legal Obligation	As long as necessary
Market Trader Details	Name, address, contact no.	Market Trader	To Clerk	Filing Cabinet/Hard Drive	Shred once expired	Management/Financial	Legal Obligation	As long as necessary
Training Requests	Name	Clerk/Councillor	To Clerk	Hard Drive/Filing Cabinet/ E-mail	N/A	Management	Legal Obligation	As long as necessary
Information out								
Email 'Out'	Email address, persons name	Resident/Councillor/Employee/ Contractor	To Intended Recipients	Email	Delete once expired	Management	Contract/Legal Obligation/Consent	As long as necessary
Invoices sent hard copy	Name and address	Service Recipient	To Intended Recipients	Hard Drive/Filing Cabinet	Shred once expired	Management	Contract	6 years
Invoices sent via email	Email address, persons name	Service Recipient	To Intended Recipients	E-mail/Hard Drive/Filing Cabinet	Delete once expired	Management	Contract	6 years
Newsletters	Email address, persons name, address	Residents	To Intended Recipients	Hard Drive/Website	N/A	Transparency	Consent	12 months
Council Contact Details	Councillor/Staff	All	To Lincolnshire CALC		N/A	Legal Requirement	Contract	As long as necessary
Minutes	Councillor/Attendee(s)	All	To Councillors, Website	Filing Cabinet/Hard Drive	N/A	Legal Requirement	Public Interest	Indefinitely
Clrs Register of Interests	Name, address	Councillor	To Electoral Officer	Filing Cabinet/Hard Drive/Website	Delete once expired	Legal Requirement	Legal Obligation	As long as necessary
Emergency Plan Contacts	Email address, persons name, address	Resident/Councillor/Employee/ Contractor	To Councillors, Other Agencies	Hard Drive	Delete once expired	Public Safety	Public Interest	As long as necessary
Lease Agreements	Email address, persons name, address	Lease Holder	To Recipient	Filing Cabinet	N/A	Legal Requirement	Legal Obligation	12 years
Burials Maps	Persons Names (deceased)	Deceased Persons	To Clerk	Filing Cabinet	N/A	Legal Requirement	Legal Obligation	As long as necessary
Bank Mandate	Appointed Signatories	Councillor	To Appointed Bank	Filing Cabinet	Delete once expired	Financial/Management	Financial/Management	As long as necessary
Beach Hut Confirmation	Name, address, contact no., email	Individual	To Clerk	Hard Drive/Filing Cabinet	Shred once expired	Financial/Management	Legal Obligation	As long as necessary
Grant Request	Email address, persons name, address, bank details	Clerk	To Grant Provider	Hard Drive/Filing Cabinet/ E-mail	Delete once expired	Financial/Management	Contract/Public Interest	3 years
Record of Grant Submissions	Email address, persons name, address	Applicant(s)	To Council	Filing Cabinet/Hard Drive	Delete once expired	Financial/Management	Financial/Management	As long as necessary
Accident Forms	Name, address	Clerk, Councillor, Resident, Contractor	To Council Insurers	Hard Copy/E-mail	N/A	Health and Safety	Legal Obligation	3 / 7 years
Training requests	Email address, persons name, address	Councillor / Staff	To Training Provider	Hard Drive/Filing Cabinet	N/A	Transparency	Transparency	As long as necessary
Employment information								
Staff Payroll	Name, address, NI number, bank details	Clerk	HMRC/Payroll Software Provider/ Pension Provider	Hard Drive	Delete once expired	Financial	Legal Obligation	3 years
Staff Employment Contracts	Name, address	Clerk	Clerk/Chairman/ Personnel Committee	Filing Cabinet/Hard Drive	Delete once expired	Contract	Contract	6 years
Staff Appraisals	Name	Clerk	Clerk/Chairman/ Personnel Committee	Filing Cabinet/Hard Drive	Delete once expired	Contract	Contract	6 years