

# FINEDON TOWN COUNCIL

Clerk: Mrs Julia Tufnail  
Telephone 07496 885235

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**Reviewed by Finedon Town Council on 19th February 2020**

Council contact details	
<b>Contact name:</b>	Julia Tufnail, Town Clerk
<b>Contact address:</b>	Finedon Town Council 51 Market Road, Thrapston NN14 4JT
<b>Contact phone number:</b>	07496 885235
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DPO contact details	
<b>Contact name:</b>	Nortants CALC
<b>Contact address:</b>	6 Litchborough Business Park, Northampton Road, Litchborough NN12 8JB
<b>Contact phone number:</b>	01327 831482
<b>Contact email:</b>	<a href="mailto:dpo@northants.com">dpo@northants.com</a>

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>								
Email in	Email address, persons name and possibly phone number	Resident/councillor/employee/contractor	To the intended recipient/council meeting	Email server/hard drive/hard copy	Password/encryption	Management	Public interest/legal obligation/contract	1 Year or as long as necessary
Phone message	Persons name and phone number	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	Passwords & Home Office	Sales	Contract/legal obligation/public interest	8 years
Residents letters		Resident	To recipient and to council meeting	Filing cabinet	Passwords & Home Office	Management	Legal obligation/public interest	1 Year or as long as necessary
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet	Passwords & Home Office	Legal requirement	Legal obligation	Term of office
Councillors register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/website	Passwords & Home Office	Legal requirement	Legal obligation	Term of office
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy/hard drive	Passwords & Home Office	Legal requirement	Legal obligation	Term of office
Planning applications	Name, address	Resident	To clerk, council	Filing cabinet/hard drive	Passwords & Home Office	Management	Public interest	1 Year or as long as necessary
Photographs	Name, address		Website/newsletter/archive	Hard drive/filing cabinet	Passwords & Home Office	Management	Consent	1 Year or as long as necessary
Lease agreements	Name, address, telephone number		To clerk, council, solicitor	Hard drive/filing cabinet	Passwords & Home Office	Management	Legal obligation	12 years
Contractors insurance documents	Name, address, telephone number		To clerk	Hard drive/filing cabinet	Passwords & Home Office	Management	Legal obligation	6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Resident	To clerk, council	Hard drive/filing cabinet	Passwords & Home Office	Management/Financial	Public interest	3 years
Consent forms	Name, address, telephone number, email		To clerk	Hard drive/filing cabinet	Passwords & Home Office	Management	Legal obligation	1 Year or as long as necessary
Record of consents	Name, address, telephone number, email		To clerk	Hard drive/filing cabinet	Passwords & Home Office	Management	Legal obligation	1 Year or as long as necessary
Emergency plan contacts	Name, address, telephone number		To clerk, council	Hard drive/filing cabinet	Passwords & Home Office	Management	Legal obligation	As long as necessary
Accident book	Name, address, telephone number		To clerk, chairman		Passwords & Home Office	Legal requirement	Legal obligation	3 years
Training requests	Name	Clerk/councillor	To clerk, council	Hard drive/filing cabinet/email	Passwords & Home Office	Management	Legal obligation	As long as necessary

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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	Passwords & Home Office	Management	Contract	1 Year or as long as necessary
Invoices sent via email	Email address, persons name		To intended recipients	Email/hard drive/filing cabinet	Passwords & Home Office	Management	Contract	As long as necessary
Council contact details			To Northants CALC		Passwords & Home Office	Management	Contract	As long as necessary
Minutes			To councillors, website		Passwords & Home Office	Legal requirement	Public interest	As long as necessary
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet/hard drive/website	Passwords & Home Office	Legal requirement	Legal obligation	Term of office
Emergency Plan contacts			To councillors, other agencies		Passwords & Home Office		Public interest	As long as necessary
Bank mandate			To relevant banks		Passwords & Home Office	Financial/management		As long as necessary
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive/filing cabinet/email	Passwords & Home Office	Financial/management	Contract/public interest	3 years
Accident book	Name, address	Clerk, councillor, resident, contractor	To council/insurers	Hard copy/email	Passwords & Home Office	Health and Safety	Legal obligation	3 years
Training requests	Email address, persons name, address		To training provider	Hard drive/filing cabinet	Passwords & Home Office	Management		As long as necessary
Employment information								
Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	Hard drive	Passwords & Home Office	Financial	Legal obligation	3 years
Clerks employment contract	Name, address	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive	Passwords & Home Office	Contract	Contract	6 years
Clerks appraisals	Name	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive	asswords & Passwords & Home Office	Contract	Contract	6 years