

Information type	What personal information (data) is collected?	Category of individual	Where does the data go?	Where and how is the data stored?	Security measures?	Why do you need the data? Processing purpose	Lawful basis for processing	How long do you retain the data?
Information in								
Email in	Email address, persons name and phone number	Resident / councillor / clerk / contractor	Recipient / council meeting	Email server / hard drive / hard copy	Password	Management	Public interest / legal obligation / contract	As long as necessary
Phone message	Persons name and phone number	Resident / councillor / clerk / contractor	Recipient	Telephone system / written note	None	Management	Public interest / contract / legal obligation	Until actioned
Phone call	Persons name, phone number and email	Resident / councillor / clerk / contractor	Recipient	N/A	None	Management	Public interest / legal obligation / contract	Until actioned
Invoices	Name, email address, address, bank details	Contractor	To recipient / to council meeting	filing system / email system / hard drive		Financial	Contract / legal obligation / public interest	8 years
Residents letters	Name, email address, address, telephone	Resident	To recipient / to council meeting	filing system			Legal obligation / public interest	
Email service of agenda consent	Name, email address	Councillor	To clerk	Hard copy / hard drive / cloud		Legal requirement	Legal obligation	Term of office
Planning applications	Name, address	Resident	To clerk, council	WDDC website			Public interest	
Lease agreements	Name, address, telephone number		To clerk, council, solicitor	Hard drive / cloud / filing system / email		Management		12 years
Grant applications to the council	Name, address, telephone number, email	Resident	To clerk, council	Hard drive / cloud / filing system		Financial	Public interest	3 years
Consent forms	Name, address, telephone number, email		To clerk	Hard drive / cloud / filing system		Management		
Record of consents	Name, address, telephone number, email		To clerk	Hard drive / cloud / filing system		Management		
Accident book	Name, address, telephone number		To clerk, chairman			Legal requirement	Legal obligation	3 years
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 system / cloud		Management	Contract	
Invoices sent via email	Email address, persons name		To intended recipients	Email / hard drive / filing system / cloud			Contract	
Minutes			To councillors, website			Legal requirement	Public interest	
Lease agreements			To recipient					12 years
Grant request	Email address, persons name, address, bank details	Clerk, council	To grant provider	Hard drive / filing system / cloud / email		Financial/management	Contract/public interest	3 years
Section 137 Grants	Name, Address, telephone number, email	Voluntary groups	To clerk	email / filing system		Payment of grant		2 years
Accident book	Name, address	Clerk, councillor, resident, contractor	To council / insurers	Hard copy / email		Health and Safety	Legal obligation	3 years

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Personnel information								
Councillor Contact details	Name, address, telephone number, email	Councillor	Councillors, clerk, website	Hard drive / website				
Councillor acceptance of office forms	Name	Councillor	To clerk	filing system		Legal requirement	Legal obligation	
Councillor register of interests	Name, address	Councillor	To clerk / Electoral Officer	filing system / hard drive / cloud/ website		Legal requirement	Legal obligation	
Clerk contact details	Name, address, telephone number, email	Clerk	Councillors, website	Hard drive / website				
Clerk employment contract	Name, address, telephone number, email	Clerk	Clerk / chairman	filing system / hard drive		Contract	Contract	6 years
Training requests	Name, address, telephone number, email	Clerk / councillor	To clerk / training provider	Hard drive / cloud / filing system / email		Management	Legal obligation	
Contractor information								
Karen Samways	Name, address, telephone number, email	Internal Auditor	To clerk	email / filing system		Financial	Contract	
Stratton Village Hall	Address, telephone number, email, bank details	Room Hire	To clerk	email / filing system		Financial	Contract	
Dorset County Council	Address, telephone number, email, bank details	Waste Collection, Traffic Monitoring, Grounds	To clerk	email / filing system		Financial	Contract	
Kevin's Garden Services	Name, address, telephone number, email, bank details	Grounds Maintenance	To clerk	email / filing system		Financial	Contract	
Tom Gamwell	Name, address, telephone number, email	Internet Developer	To clerk	email / filing system		Financial	Contract	
Durnovaria Silver Band	Name, address, telephone number, email	Band	To clerk	email / filing system		Financial	Contract	
DAPTC	Name, address, telephone number, email, bank details	Training provider	To clerk	email / filing system		Financial	Contract	
BDO	Address, telephone number, email, bank details	External Auditor	To clerk	email / filing system		Financial	Contract	
The Chalk Stream	Name, address, telephone number, email, bank details	Printing	To clerk	email / filing system		Financial	Contract	
Wessex Grounds Services	Address, telephone number, email, bank details	Grounds Maintenance	To clerk	email / filing system		Financial	Contract	
Harrison's Packaging	Address, telephone number, email, bank details	Doggie Bags	To clerk	email / filing system		Financial	Contract	
Playsafety	Address, telephone number, email, bank details	RoSPA	To clerk	email / filing system		Financial	Contract	
Zurich	Address, telephone number, email, bank details	Insurance	To clerk	email / filing system		Financial	Contract	
Wrackelford Farms	Address, telephone number, email, bank details	Allotments Lease	To clerk	email / filing system		Financial	Contract	
Savills	Address, telephone number, email, bank details	Chartered Surveyors	To clerk	email / filing system		Financial	Contract	

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West Dorset District Council	Address, telephone number, email	Precept	To clerk	email / filing system		Financial	Precept	
Stratton (Dorset) Allotment Society	Name, address, telephone number, email, bank details	Allotment Rent	To clerk	email / filing system		Financial	Contract	
Smartwheelie	Name, address, telephone number, email, bank details	Stickers	To clerk	email / filing system		Financial	Contract	
Sportshall Markings	Name, address, telephone number, email, bank details	Court lining	To clerk	email / filing system		Financial	Contract	

Adopted by Stratton Parish Council on 19th June 2018

Updated: 18th June 2018