

Council contact details	
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DPO contact details	
Contact name:	Northants CALC
Contact address:	PO Box 7936, Brackley, NN13 9BY
Contact phone number:	
Contact email:	<a href="mailto:dpo@northantscalc.com">dpo@northantscalc.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? (See also our Privacy Notice & Records Retention Policy)
<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	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	Password/encryption/Key	Sales	Contract/legal obligation/public interest	8 years
Newsletters		Resident/contractor	To recipient and to council meeting	Filing cabinet/email system/hard drive	Password/encryption/Key	Management	Contract/public interest	as required
Residents letters		Resident	To recipient and to council meeting	Filing cabinet/email system/hard drive	Password/encryption/Key		Legal obligation/public interest	as required
Councillors acceptance of office forms	Name	Councillor	To clerk	Filing cabinet/email system/hard drive	Password/encryption/Key	Legal requirement	Legal obligation	Term of office
Councillors register of interests	Name, address	Councillor	To clerk	Filing cabinet/hard drive/cloud/website	Password/encryption/Key	Legal requirement	Legal obligation	Term of office
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	Filing cabinet/hard drive/cloud			Public interest	as required
Photographs	Name, address		Website/newsletter/archive	Hard drive/cloud/filing cabinet			Consent	as required
Contractors insurance documents	Name, address, telephone number		To clerk	Hard drive/cloud/filing cabinet	Password/encryption/Key			6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Resident	To clerk, council	Hard drive/cloud/filing cabinet	Password/encryption/Key	Management/Financial	Public interest	3 years
Cemetery Records	Name, address, telephone number	Resident	To clerk	Hard drive/cloud/filing cabinet	Password/encryption/Key	Management/legal	Legal obligation	Indefinitely
Consent forms	Name, address, telephone number, email		To clerk	Hard drive/cloud/filing cabinet	Password/encryption/Key	Management		as required
Leases	Name, address, telephone number, email	Resident	To clerk	Hard copy/hard drive/cloud	Password/encryption/Key	Management/legal	Legal obligation	as required
Record of consents	Name, address, telephone number, email		To clerk	Hard drive/cloud/filing cabinet	Password/encryption/Key	Management		as required
Emergence contacts	Name, address, telephone number		To clerk, council	Hard drive/cloud/filing cabinet	Password/encryption/Key	Health and Safety	Legal obligation	as required
Accident book	Name, address, telephone number		To clerk, chairman		Password/encryption/Key	Legal requirement	Legal obligation	indefinitely

Training requests	Name	Clerk/councillor	To clerk, council	Hard drive/cloud/filing cabinet/email	Password/encryption/Key	Management	Legal obligation	as required
<b>Information out</b>								
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/cloud		Management	Contract	
Invoices sent via email	Email address, persons name		To intended recipients	Email/hard drive/filing cabinet/cloud			Contract	
Newsletters	Email address, persons name, address	Residents	To intended recipients				Consent	
Council contact details			To Northants CALC				Contract	
Minutes			To councillors, website			Legal requirement	Public interest	
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Filing cabinet/hard drive/cloud/website		Legal requirement	Legal obligation	
Bank mandate			To relevant banks			Financial/management		
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Hard drive/filing cabinet/cloud/email		Financial/management	Contract/public interest	
Record of grant submissions			To council					
Accident book	Name, address	Clerk, councillor, resident, contractor	To council/insurers	Hard copy/email		Health and Safety	Legal obligation	
Training requests	Email address, persons name, address		To training provider	Hard drive/filing cabinet/cloud				
<b>Employment information</b>								
Payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	Hard drive	Password/encryption/Key/SLA with payroll provider & providers privacy notice in place	Financial	Legal obligation	3 years
Employment Contracts	Name, address	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive	Password/encryption/Key	Contract	Contract	As long as necessary
Staff Appraisals	Name	Clerk	Clerk/chairman/staffing committee	Filing cabinet/hard drive	Password/encryption/Key	Contract	Contract	6 years

We provide training so that our staff understand the need to consider a DPIA at the early stages of any plan involving personal data.

We understand the types of processing that require a DPIA, and use the screening checklist to identify the need for a DPIA, where necessary.

Any data breaches are recorded in our Data Breach Policy and reported to the ICO if required