

Timsbury Parish Council GDPR Data Map updated on 13th April 2026

Council Data Information Officer	
Contact name:	Angela Wilson
Contact address:	c/o YMCA, North Road Timsbury
Contact phone no:	07594 651366
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DPO contact - see The Data Information Officer	
Contact name:	None - not required
Contact address:	
Contact phone no:	
Contact email:	

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 we 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 possibly phone number	Resident/council/contractor/employees/partner authorities	Intended recipient/council meeting	Council email system, secure hard drive, locked filing cabinet (if printed)	encrypted email, laptop password, locked cabinet for hard copies, Use of .gov.uk emails for councillors and controlled access	Management and administration	Public interest / legal obligation / contract	As long as necessary
Phone message	Persons name and phone number	Resident/employee/councillor/contractor	Intended recipient	written note	None	Management and administration	Public interest/legal obligation/contract	Until actioned
Phone call	Persons name, phone number and possibly email address for follow up	Resident/employee/councillor/contractor	Recipient	N/A	None	Management and administration	Public interest / legal obligation / contract	Until actioned
Invoices	Persons name, email address, address, bank details	Contractor	Recipient and council meeting	Secure filing cabinet/email system/secure hard drive	Laptop password protected. Locked filing cabinet	Purchases	Contract/legal obligation/public interest	6 years
Residents and organisation letters	Persons name, address, phone number, email	Resident	Recipient and council meeting	Filing cabinet. Secure hard drive	Locked cabinet	Management	Legal obligation/public interest	3 years
Councillors acceptance of office forms	Name, address	Councillor	Clerk	Filing cabinet	Locked cabinet	Legal requirement	Legal obligation	As long as necessary

Councillors register of interests	Property and employment	Councillor	Clerk, Monitoring and electoral officer	Filing cabinet/hard drive/website	None - available on public website	Legal requirement	Legal obligation	Term of office
Allotment tenancy agreements	Name, address	Resident	Clerk	Hard Copy	Locked cabinet	Management	Contract	As long as necessary
Planning applications	Name, address	Resident	Clerk, council	Filing cabinet/secure hard drive	Laptop password protected. Secure filing cabinet	Management	Public interest	3 years
Photographs	Name, address	Resident/Councillor/employee/Contractor	Website / newsletter / archive	Hard drive / filing cabinet	Password	Management	Consent	As long as necessary
Lease agreements	Name, address, email address, telephone number	Various	Clerk, council, solicitor	Secure hard drive/filing cabinet	Laptop Password/locked cabinet	Management	Contract	12 years
Contractors documents	Name, address, email address, telephone number	Contractor	Clerk	Secure hard drive/locked filing cabinet	Laptop Password/locked cabinet	Management / Financial	Contract	6 years
Funding requests to the council	Name, address, telephone number, email, bank details	Resident / Organisation	Clerk, council	Secure hard drive/locked filing cabinet	Laptop Password/locked cabinet	Management / Financial	Public interest	3 years
Information Out								
Email out	Email address, persons name	Resident/employee/councillor/ contractor	Intended recipient	Email	Password	Management	Public interest / legal obligation / contract	As long as necessary
Invoices sent hard copy	Name and address	Contractor	Intended recipient	Locked filing cabinet	None	Management	Contract	6 years
Invoices sent via email	Email address, persons name	Contractor	Intended recipient	Secure hard drive	Password	Management	Contract	6 years
Newsletters	Email address, persons name, address	Residents	Intended recipient	Secure hard drive	None	Management	Consent	3 years
Minutes	Person's Name	Residents/Council	Councillors, website	Secure hard drive/filing cabinet/website/archive	Passwords/None	Legal requirement	Public interest	Indefinite
Councillors register of interests	Name, address	Councillor	Clerk	locked filing cabinet/Secure hard drive/website	None	Legal requirement	Legal obligation	Term of office

Emergency Plan contacts	Name, address, telephone number	Resident/Organisation	Clerk, council	Secure hard drive / locked filing cabinet	Password/None	Management	Public interest	As long as necessary
Lease & contract agreements	Name, address, telephone number	Various	Recipient	Secure hard drive / locked filing cabinet	Password/None	Management	Contract	12 years
Bank mandate	Name, address, email address	Councillor	Relevant banks	Locked filing cabinet	Locked cabinet	Management / Financial	Financial / management	12 years
Donation request	Email address, persons name, address, bank details	Clerk	Grant provider	Secure hard drive/locked filing cabinet	Password/None	Management / Financial	Contract/public interest	3 years
Receipt and payment accounts	Name, address	Recipient	Council	Secure hard drive/locked filing cabinet	Password/None	Management / Financial	Financial / management	Indefinite
Other financial records	Name, address	Recipient	Council	Secure hard drive/locked filing cabinet/archive	Password/None	Management / Financial	Financial / management	6 years
Accident book	Name, address, phone no.	Employee / Councillor	Clerk, chairman	Locked filing Cabinet	None	Legal requirement	Legal obligation	3 years from date of last entry
Employment information								
Staff payroll	Name, address, tax & bank details	Staff	HMRC/payroll provider/pension provider	Secure hard drive	Password (2FA)	Financial	Legal obligation	6 years
Staff employment records	Name, address, email, do	Staff	Clerk/chairman/staff committee	Secure hard drive/locked filing cabinet	Password/limited physical access	Contract	Legal obligation	6 years
Staff applications unsuccessfull	Name, address, email	Staff	Clerk/chairman/staff committee	Secure hard drive/locked filing cabinet	Password/limited physical access	Contract	Contract	1 year