

Version Number	1
Adopted on	09-03-2026



Ingoldmells Parish Council

DATA MAP POLICY

The data map details all the data held by Ingoldmells Parish Council, the reason why it is held and categories of data.

Data Category	Purpose	Categories of personal data	Categories of recipient (sharing	Categories of Processors (data processors on behalf of data controller)	Retention Schedule	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data
Councillors contact details	To support lawful council business, ensure effective communication and meet statutory transparency requirements	Identity, Contact Information	N/A	Cloud Storage provider, office staff	Duration of Councillors' term of office	Public Task	n/a
Register of interests	To meet Statutory Transparency Requirements	Ordinary Personal data, Identity, contact information	Public Documents: Public, Staff, Councillors, Auditors	Cloud Storage provider, Website	Duration of councillors' term of office	Legal Obligation	n/a

Meeting agendas, minutes and reports.	To record, support and evidence lawful council decision-making, ensure transparency, and provide an accurate public record of council business	Ordinary personal data.	Public Documents: Public, Staff, Councillors, Auditors	Cloud Storage provider, Website Providers, auditors.	Agendas and Minutes: indefinitely. Reports: 1-6 year.	Public Task	n/a
Public policies, procedures and governance documents.	To provide a consistent, lawful framework for council operations, support effective decision-making, and demonstrate accountability and compliance with statutory duties.	n/a	Public Documents: Public, Staff, Councillors, Auditors	Cloud storage providers, website providers.	indefinitely	Public Task	n/a
Accounts		Identity contact information Bank details	HMRC, Auditors, staff, councillors'	Cloud storage providers, accounts software providers.			

Internal policy and procedure documents (IT policy)	To provide clear, consistent guidance for staff and Councillors, ensure compliance with legal and regulatory requirements, and support the effective, safe and accountable operation of the council	n/a	Staff, Councillors, auditors.	Cloud Storage provider.	Current versions: retain indefinitely whilst in use. Old versions: retain for at least 6 years after they are replaced.	Public task	
Complaints and FOI requests	To record, investigate and respond to complaints, monitor service quality, resolve issues raised by residents, and demonstrate accountability and compliance with statutory and governance requirements.	Ordinary personal data	Staff, Councillors, auditors	Cloud Storage Provider, website provider	Complaints: 6 years after case is closed. FOI: 3 years after case is closed.	Public task	N/A

Employee Contact Details	To manage the employment relationship, communicate with staff, fulfill HR and payroll functions, ensure health and safety, and enable the council to carry out its organisational and statutory duties as an employer	Ordinary personal data	Staff, Councillors.	Cloud Storage	6 years after employment ends	Legal Obligation	N/A
Employee Medical information	To record only the health information necessary to meet the council's duty-of-care, assess fitness for work and provide any required workplace adjustments or statutory health and safety measures.	Ordinary personal data and special category data.	Staff	Cloud Storage	Only as long as needed for its specific purpose	Legal obligation	Employment, social security and social protection law

Staff contracts, appraisals, training records	To manage the employment relationship, administer contracts, review performance, support staff development, record training, and meet the council's legal and organisational duties as an employer	Ordinary Personal Data, Special category data where relevant e.g. health information relating to fitness for work or workplace adjustment's	Staff, Councillors	Cloud Storage	6 years after employment ends	Contract, Legal Obligation	Employment, social security and social protection law (if health data is present)
Pension and payroll information	To administer payroll, pay employees, manage deductions, meet tax and pension obligations, and comply with statutory reporting requirements.	Ordinary Personal Data	Staff	Storage Provider	6 years after employment ends	Contract, legal obligation and public task	N/A

Event booking	To manage event bookings, communicate with attendees, confirm attendance, ensure the safety and suitability of activities, and administer the event effectively	Ordinary Personal Data	Staff, Councillors, activity providers	Booking Forms, Cloud storage	To be deleted once event has taken place		
Attendance lists	To manage attendance, communicate with participants, monitor engagement and ensure the safe and effective running of sessions	Ordinary Personal data	Staff, Councillors	N/A (hard copies)	To be deleted/destroyed once the service has ceased.	Contract, legal obligation	N/A
Social Media Messages	To respond to resident enquiries, provide information about council services and events, manage	Ordinary personal data Special category data where relevant	Office Staff	Meta — or social media platform in question.	Only as long as necessary to respond to enquiry	Public task, contract, legal obligation	Employment, social security and social protection law. (if sensitive health/medical data is shared by residents)

	community engagement, and address issues raised through official social media channels.	e.g. health information relating to residents' health and access to our services or the services of others					
Correspondence and casework	To record, investigate and respond to queries, comments and complaints, monitor service quality, resolve issues raised by residents, and demonstrate accountability and compliance with statutory and governance requirements.	<p>Ordinary personal data</p> <p>Special category data where relevant e.g. health information relating to residents' health and access to our services or the services of others</p>	Other local authorities, law enforcement and similar competent bodies. Staff and Councillors	Cloud storage provider, website provider.	<p>Enquiries: 1 year after resolution.</p> <p>Casework: retain for 3-6 years, depending on the nature of the issue.</p>	Public task, contract, legal obligation	If sensitive information is shared by residents. substantial public interest/ employment and social protection law.

Accident Book	To record accidents, incidents or injuries. Fulfil health and safety obligations, support safeguarding, and provide evidence for insurance, risk management and statutory reporting	Ordinary Personal Data and Special Category Data.	Staff, insurance companies, emergency services.	N/A	Children: At least 21 years and 3 months. Adults: at least 3 years	Legal obligation	Substantial public interest, Statutory and Government purposed safeguarding of children and individuals at risk
Photographs	To record and promote council activities. Provide evidence of participation	Ordinary personal data	The public (with permission), staff, Councillors	Cloud storage providers, website providers, social media platforms	Event documentation: up to 1 year after the event or programme. Publicity: up to 3 years or until consent is withdrawn.	Consent, public task, contract	n/a

	Stay and Play, wellbeing groups, community events).						
Electoral Roll	To create and maintain the Register of Electors, enable eligible residents to vote, support the administration of elections, fulfil statutory duties under electoral law, and provide the edited register for permitted purposes.	Ordinary Personal Data					
Grant Applications	To assess eligibility for council grants, administer payments, monitor use of public funds, maintain financial and audit records,	Ordinary Personal Data	Staff, Councillors, auditors, the public (with sensitive information redacted)	cloud storage providers.	6 years	Public task, contract, legal obligation	N/A

	and evaluate the impact of funded projects.						
Emergency Plan (could include contact information.)	To prepare for, respond to, and coordinate actions during local emergencies such as flooding, severe weather, or major incidents. This includes maintaining up to date contact details for volunteer flood wardens and key community responders to ensure effective communication and public safety	Ordinary Personal Data	Staff, Councillors, members of the public, emergency services, local authority.	Cloud storage providers.	Emergency contact lists: as long as the individual remains a volunteer	Legal obligation	N/A

<p>Online Consultations (collected via Microsoft Forms and Google Forms)</p>	<p>To gather resident feedback, understand community needs, inform council decision-making, analyse trends, and contact respondents where follow-up is required.</p>	<p>Ordinary Personal Data.</p>	<p>Staff, Councillors, the public (summaries of results only)</p>	<p>Cloud storage provider, website provider, Microsoft forms, google forms.</p>	<p>Consultation results: Up to 1 year after consultation closes. Summary reports: indefinitely.</p>	<p>Public task, consent, contract.</p>	
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