

Pilton Parish Council

Data Mapping Register

Data Category	Data Subjects	Personal Data Held	Purpose of Processing	Lawful Basis	Storage Location	Access	Retention Period
Councillor Records	Councillors	Names, addresses, telephone numbers, email addresses, declarations of interest, training records	Council administration and statutory requirements	Public Task / Legal Obligation	Clerk's files, council email, secure cloud storage	Clerk, authorised councillors	Current term plus 6 years
Employee Records (Clerk/RFO)	Employees	Personnel file, payroll details, bank details, pension records, contracts, appraisals	Employment administration	Contract / Legal Obligation	Locked files and secure electronic records	Clerk, Chair, authorised councillors	6 years after employment ends
Payroll Records	Employees	Salary, NI number, tax information, pension contributions	Payroll administration	Legal Obligation	Payroll software and secure files	Clerk, payroll provider	6 years plus current year
Financial Records	Suppliers, grant recipients	Names, addresses, bank details, invoices	Payment of invoices and financial management	Contract / Legal Obligation	Accounting records and bank systems	Clerk, authorised councillors, auditor	7 years
Grant Applications	Applicants	Contact details, project information, financial information	Assessing grant requests	Public Task	Council records	Clerk and councillors	7 years
Correspondence	Residents, businesses, organisations	Names, addresses, email addresses, correspondence content	Responding to enquiries and council business	Public Task	Email system and council files	Clerk and councillors as required	3 years unless part of ongoing matter
Planning Consultation Responses	Residents	Names and comments submitted to the council	Consideration of planning matters	Public Task	Council records and minutes	Clerk and councillors	6 years
Cemetery/Burial Records (if applicable)	Purchasers, next of kin	Names, addresses, burial information	Statutory cemetery administration	Legal Obligation / Public Task	Burial register and files	Clerk	Permanent where legally required
Website Contact Forms	Residents and visitors	Name, email address, enquiry details	Responding to enquiries	Consent / Public Task	Website and council email	Clerk	2 years
Email Distribution Lists	Residents	Name and email address	Distribution of council news and notices	Consent	Email system	Clerk	Until consent withdrawn
Freedom of Information Requests	Requesters	Name, contact details, request details	Compliance with FOI legislation	Legal Obligation	Council records	Clerk	3 years
Complaints Records	Complainants	Names, contact details, complaint details	Complaint investigation and resolution	Public Task	Council records	Clerk and relevant councillors	6 years

Data Sharing Register

Recipient	Data Shared	Reason
External Auditor	Financial and governance records	Annual audit requirements
Internal Auditor	Financial and governance records	Internal control review
HMRC	Payroll information	Tax and employment obligations
Pension Provider	Employee pension data	Pension administration
Banking Provider	Signatory and payment information	Banking services
Local Authority	Information required for statutory functions	Legal obligations
IT and Website Providers	Limited personal data where necessary	Service provision

Storage Systems

- Council laptop(s)
- Council email account
- Accounting software
- Online banking platform
- Secure cloud storage (Google Workspace)
- Paper files stored in locked cabinets
- Council website

Security Measures

- Password-protected devices and accounts
- Multi-factor authentication where available
- Restricted access to authorised personnel
- Regular software updates
- Secure disposal of confidential waste
- Data breach reporting procedures
- Annual review of retained records

Review

This Data Mapping Register will be reviewed annually by Pilton Parish Council and updated whenever new processing activities are introduced.