

GUILSBOROUGH PARISH COUNCIL DATA MAP

To be adopted at Full Council on 23 March 2026

Council contact details	
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DPO contact details	
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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?
Information in								
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/cloud	Password/encryption	Management	Public interest/legal obligation/contract	As long as necessary
Phone call/message	Persons name and phone number	Resident/councillor/employee/contractor	To the intended recipient	written note/email server/hard drive	written note shredded/password	Management	Public interest/contract/legal obligation	Until actioned/as long as necessary
Invoices	Persons name, email address, address, bank details	Contractor	To recipient and to council meeting	Email system/hard drive	Password/Clerk's office where there is no public access	Sales	Contract/legal obligation/public interest	6 years
Residents letters	Persons name, phone number and possibly email address for follow up	Resident	To recipient and to council meeting	Email server/hard drive/cloud	Password/encryption	Management	Legal obligation/public interest	As long as necessary
Councillors acceptance of office forms	Name	Councillor	To clerk	Email server/hard drive/cloud	Password/encryption	Legal requirement	Legal obligation	Term of office
Councillors register of interests	Name, address	Councillor	To clerk and Monitoring Officer at WNC	Email server/hard drive/cloud	Password/encryption	Legal requirement	Legal obligation	Term of office
Email service of agenda consent	Name, email address	Councillor	To clerk	Email server/hard drive/cloud	Password/encryption	Legal requirement	Legal obligation	Term of office
Planning applications	Name, address	Resident	To clerk, council	WNC Website	N/A - public information	n/a	Public interest	As long as necessary
Planning register	Name, address	Applicant	To clerk	WNC Website	N/A - public information	n/a	Best Practice/public interest	As long as necessary
Deeds of all land holdings	Name, address	Land owner	To clerk, council	Clerk/Chair to store/solicitor firm		Management/Financial	Legal obligation	Indefinitely
Contractors insurance documents	Name, address, telephone number	Contractor	To clerk	Email server/hard drive/cloud	Password/encryption	Management/Financial	Best Practice	6 years
Grant applications to the council	Name, address, telephone number, email, bank details	Applicant	To clerk, council	Email server/hard drive/cloud	Password/encryption	Management/Financial	Public interest	6 years
Local Searches	Name and address	Land Owner	To clerk/council	Email server/hard drive/cloud	Password/encryption	Management	Public interest	
Estimates/Quotations	Name, address, telephone number, email	Contractor	To clerk/council	Email server/hard drive/cloud	Password/encryption	Management/Financial	Best Practice	6 Years
Election Application forms	Name, address, telephone number, email	Councillors	To clerk	Email server/hard drive/cloud	Password/encryption	Management/Financial	Contract	Term of office
Training requests	Name	Clerk/councillor	To clerk, council	Email server/hard drive/cloud	Password/encryption	Management/Financial	Legal obligation	As long as necessary
Information out								
Email out	Email address, persons name	Resident/councillor/employee/contractor	To intended recipients	Email	Password/encryption	Management	Contract/legal obligation/consent	As long as necessary
Invoices sent via email	Email address, persons name, address	Contractor	To intended recipients	Email/hard drive/cloud	Password/encryption	Management/Financial	Contract	As long as necessary
General Correspondence	Email address, persons name, address	Residents	To intended recipients	Email/hard drive/cloud	Password/encryption	Management	Public interest/legal obligation/contract	As long as necessary
Council contact details	Council	Councillors	To WNC, Northants CALC, NACRE, Northants Police, Parish Councils, Website, Noticeboards, Contractors	Email/hard drive/cloud	Password/encryption	Management	Contract	Term of office
Minutes			To councillors, website	Email/hard drive/cloud	Password/encryption	Legal requirement	Public interest	Indefinitely
Councillors register of interests	Name, address	Councillor	To Electoral Officer	Email/hard drive/cloud	Password/encryption	Legal requirement	Legal obligation	Term of office
Bank mandate	Name, address	Councillor	To NatWest Bank	Email/hard drive/cloud	Password/encryption	Financial/management	Financial	6 years
Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Email/hard drive/cloud	Password/encryption	Financial/management	Contract/public interest	6 years
Record of grant submissions	Email address, persons name, address, bank details	Grant applicant	To council	Email/hard drive/cloud	Password/encryption	Financial/management	Contract/public interest	6 years

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Training requests	Email address, persons name, address	Councillors	To training provider	Email/hard drive/cloud	Password/encryption	Management	Best Practice	6 years
Employment information								
Clerks payroll	Name, address, NI number, bank details	Clerk	HMRC/payroll provider/pension provider	Hard drive	Password/encryption	Financial	Legal obligation	6 years
Clerks employment contract	Name, address	Clerk	Clerk/chair/staffing committee	Hard drive	Password/encryption	Contract	Contract	6 years (after employment ends)
Clerks appraisals	Name	Clerk	Clerk/chair/staffing committee	Hard drive	Password/encryption	Contract	Contract	6 years (after employment ends)
Parish Website								
Organisation contact details	Name, telephone number, email	Organisation	Public	Parish website	Password/encryption	Management	Public Interest	As long as necessary but consent updated annually