Information Type	Document Name	Document Date	Type of Data Held	Category of Individual	Where Does the Data Go?	Where and How is the Data Stored?	What Security Measures Are Used?	Processing Purposes	Lawful Basis Processing data	Maximum Retention Period
SERVICES										
Allotment Register	Master allotment register	2017 onwards	Name, address, email, phone number	Tenant	Office Staff	Parish Council SharePoint. Edge IT Services- Allotments	Two factor authentication	Management	Contract	Indefinite
Allotment Tenancy Agreements	Tenancy Agreements	2019 to current	Name, address, email, phone number	Tenant	Office Staff. Allotment holder	Parish Council SharePoint. Edge IT Services- Allotments	Two factor authentication	Management	Contract	Six years plus current year
Allotment Correspondence	Notice of Termination. Condition of Plot letters	2019 to current	Name, address, email, phone number	Tenant	Office Staff. Allotment holder	Parish Council SharePoint. Edge IT Services- Allotments	Two factor authentication	Management	Contract	Six years plus current year
Allotment Waiting List	Allotment Waiting List	2019 to current	Name, address, email, phone number	Resident	Office Staff	Parish Council SharePoint. Edge IT Services- Allotments	Two factor authentication	Management	Contract	Until no longer and administrative requirement
Hire of Parkfield Facilities	Hire Agreements and Terms & Conditions. Invoices	2019 to current	Name of hirer, address and email	Hirers	Office Staff and Hirer	Parish Council SharePoint/ One Drive.	Two factor authentication	Management	Contract	Until there is no longer an administrative requirement
Accident Register	Accident Register	2021 to current	Record of accident. Name, address and occupation of person	Council staff, volunteers, councillors, contractors, hirers	Clerk, Deputy Clerk, intended recipient	Parish Council SharePoint/ One Drive	Two factor authentication	Health & Safety	Legal requirement	Six years
Correspondence, complaints, official reports										
Emails, letters, correspondence	Correspondence Folders (general, allotments, staff)	2016 to current	Name, address, email address	Members of public / staff/councillors / external agencies	Clerk/Council, intended recipient	Parish Council SharePoint/One Drive. Edge IT Services- Allotments	Two factor authentication	Management	Public/Staff Task	Until there is no longer an administrative requirement
Legal correspondence, land registry documents. Council lease agreements with other authorities	Relevant subject folder	1993	Name, address, signature, details of land ownership and maps.		Council and Office Staff	Council SharePoint/ One Drive. Locked office safe	Two factor authentication. Locked safe in a locked cupboard	Management.	Legal obligation	Until there is no longer a legal requirement to keep
Electoral Roll	Electoral Roll	Current	Name and addresses of village residents	Residents.	Clerk, Deputy Clerk and Council	Council SharePoint/ One Drive	Two factor authentication	Election and co-option.	Legal obligation	Updated monthly by NKDC
Financial										
Financial Accounts	Quickbooks	2019 to current	Various	Contractors, hirers, employees, other payees	RFO, Clerk, Councillors as required, Council's bank, HMRC	Council's SharePoint/One Drive. Locked storage	Two factor authentication	Management. Financial, HMRC	Legal obligation	Six years plus current years
Finance - invoices (services and purchases)	Quickbooks	2019 to current	Name, address, email, phone number	Supplier, customer,	Council Officers, Councillors as required, intended recipient	Council's SharePoint/One Drive. Locked storage	Two factor authentication	Management and audit	Legal obligation	Six years plus current year
Finances -salaries	Quickbooks	2019 to current	Name, address, email address	Staff members	RFO, Clerk, Councillors as required, Council's bank, HMRC	Council's SharePoint/One Drive. Locked storage	Two factor authentication	Contract	Legal obligation	Six years plus current year
Council Grants & Donations	Grants and Donations folder for relevant year.	2019 to current	Grants and donations folder and relevant meeting folders.	Name, address, email and phone number	Village organisation	Council's SharePoint/One Drive. Locked cupboard	Two factor authentication	Management	Public task	Six years plus current year
Minutes										
Minutes and agendas	All Council and Committee meetings	Various	Names	Councillors, staff, community members	Website. Council members	SharePoint/ One Drive. Minutes folders. Locked storage	Two factor authentication	N/A. Publicly available	Legal requirement	Indefinite.
Employment Information										
Contracts	HR folder	Various	Names, address, employment information, salary	Employee	Employee/ Clerk	Council's One Drive. Locked storage	Two factor authentication	Contractual	Contractual	Term of employment plus six years.
Payroll, payslips pensions and HMRC records	Payslips for staff members, staff pay, and staff pension contributions	Various	Names, address, National Insurance Number, HMRC, salary and pension information	Employee	Employee, RFO	Council's One Drive. Locked storage	Two factor authentication	Legal obligation	Legal obligation	Term of employment plus six years
Training records	Training Records	2019 to current	Name, course attended, date of training and qualification obtained	Employee	Employee and Clerk	Council's SharePoint and One Drive. Locked storage	Two factor authentication	Management	Contractual	Term of employment plus six years
Applications for employment	Applications forms and references for successful applicants	HR folder.	Name address, email, phone number, qualifications, names and details of referees	Prospective employees	Prospective employee and Clerk	Council's One Drive. Locked storage	Two factor authentication	Management	Contractual and legal	Three months for unsuccessful applicants
Emergency contact details (shared with consent)	Emergency, next of kin contact details for emergencies	HR folder.	Names, address, phone number	Staff and emergency contact	Clerk and emergency contact	Council's One Drive. Locked storage	Two factor authentication	Management	Emergency contact	Term of employment
Contact information and consent forms										
Contact information for village organisations	Useful Contact Information Folder	Current information	Name, address phone number	Members of public / organisation	Office staff	Council's SharePoint	Two factor authentication	Management	Consent/ contractual	Until consent is withdrawn or there is no longer an administrative requirement.
Contact list for arranging events	Events Folder	Current information	Name, address, email and phone number	Member of public, organisation, performer, business	Office staff	Council's SharePoint	Two factor authentication.	Management	Consent.	Until consent is withdrawn or there is no longer an administrative requirement.
Contact details - volunteers including community emergency plan	Volunteer folder	2023	Name, address, email and phone number.	Volunteer	Volunteer and Clerk	Council's One Drive.	Two factor authentication.	Health & Safety	Consent.	Until consent is withdrawn or there is no longer an administrative requirement.
Noticeboard	Councillor Information - parish, district and county.	January 2026.	Name and council email address/phone number.	Councillors, staff, community members	Publicly available	Council's SharePoint	Two factor authentication. Website.	N/A. Publicly available.	Public task.	Term of office.