

Asset ID	Data Asset	Description / Purpose
DA001	Council Meeting Minutes	Record of decisions and discussions at meetings
DA002	Electoral Roll (Restricted)	Used for electoral purposes
DA003	Planning Applications	Local planning decisions and feedback
DA004	Staff Employment Records	Manage employment and payroll
DA005	Allotment Holder Records	Managing allotment rentals and communication
DA006	Cemetery Records	Burial and memorial management
DA007	Website Contact Form Submissions	Responding to parishioner inquiries
DA008	Councillor Contact Details	Contacting and listing councillors
DA009	Parish Newsletter Distribution List	Communicating with residents
DA010	CCTV Records	Surveillance

Data Subjects	Type of Data
Councillors, Public	Names, decisions, public comments
Residents	Name, Address, Electoral Number
Residents, Applicants	Names, addresses, objections
Employees	Name, address, NI number, bank details
Allotment tenants	Names, addresses, contact info
Deceased, Families	Names, grave plots, contact info
Residents	Name, email, message content
Councillors	Names, emails, phone numbers
Residents	Name, email address
Public	Video records

Storage Location	Access Control
Digital: Cloud storage; Physical: Office file cabinet	Clerk, Councillors
Secure digital file	Clerk only
Digital records	Clerk, Planning Committee
Secure digital & locked cabinet	Clerk, Payroll Officer
Spreadsheet (local PC)	Clerk
Digital and paper copies	Clerk
Website email inbox	Clerk
Public website & internal list	Clerk, Public (limited)
Mailchimp (or local email list)	Clerk
Locked cabinet	Assistant Clerk

Retention Period	Legal Basis
Permanent (public record)	Legal obligation
As directed by Electoral Commission	Legal obligation
6 years after application	Public interest / Legal duty
6 years after end of employment	Contractual / Legal obligation
6 years after tenancy ends	Contract
Permanent	Public task / Legal obligation
6 months	Consent / Legitimate interest
Reviewed annually	Consent / Public task
Until unsubscribed or inactive	Consent
28 Days	Consent