

## Martin Data Protection Map

### Parish Council Data Map

<b>Data Category</b>	<b>Specific Data Held</b>	<b>Purpose of Processing</b>	<b>Lawful Basis (GDPR)</b>	<b>Where Data Is Stored</b>	<b>Who Has Access</b>	<b>Retention Period</b>
<i>Councillors</i>	Names, contact details, declarations of interest	Governance, transparency, statutory requirements	Public task / Legal obligation	Council website, clerk's computer	Clerk, councillors, public (where published)	Duration of term + 6 years
<i>Staff</i>	Employment records, payroll, contracts, performance	HR management, payroll, legal compliance	Contract / Legal obligation	Secure HR folders, payroll system	Clerk, HR provider, payroll provider	6 years after employment ends
<i>Residents</i>	Emails, correspondence, complaints, FOI requests	Responding to enquiries, community engagement	Public task / Consent (for mailing lists)	Clerk's email Cloud storage provider,	Clerk, relevant councillors	2 years (general enquiries), 6 years (complaints)
<i>Mailing Lists</i>	Names, email addresses	Sending newsletters, updates, consultations	Consent	Email marketing tool or clerk's email	Clerk	Until consent withdrawn
<i>Suppliers / Contractors</i>	Contact details, invoices, contracts	Procurement, payments, audit	Contract / Legal obligation	Finance system, clerk's computer	Clerk, RFO, internal auditor	6 years for financial records
<i>Website Analytics</i>	IP addresses, cookies, usage data	Improving website performance	Consent / Legitimate interest	Website analytics platform	Clerk, webmaster	26 months (typical analytics retention)
<i>Accounts</i>	Identity, contact information, bank details	For payroll and payments	Legal obligation	Accounts software provider, website provider	Clerk, councillors, HMRC	6 years for financial records