

## WINGHAM PARISH COUNCIL - DATA MAP 2023-2025

This Data Map lists ALL information, not just personal data, collected and stored by the Parish Council. The clerk currently works from home and most physical information is kept at the clerk's home on shelves or in a locked filing cabinet, some is kept in the locked storeroom at Wingham Village Hall and some in the Kent Archives, Maidstone. The clerk's laptop is password protected (Chairman has the password in a sealed envelope) and usually kept at the clerk's home, but sometimes taken to meetings. The Council's IT is managed by Highway Business Services, Sandwich <https://hibits.co.uk/>.

Type of Information	Lawful bases for collecting	Retention (see Retention Policy)	How collected	Who is accountable for it	Where stored ie digital, physical	Who has access	Is it shared or disclosed	Does system share info with another system, ie cloud based, server, cabinet	DPIA req'd?
Allotment Register incl. holders + applicants	Consent	Register - indefinite	Email, landline, face to face	Clerk	Book (FC), folder (shelf), laptop	Clerk	Only with IIA for annual audit	Word docs on cloud (UK)	No
Attendance register for all parish meetings inc.APA	Consent	Indefinite	Written in attendance book	Clerk	Book kept in clerk's home & taken to mtngs	Clerk	No	No	No
Bank Statements	Legal obligation	Last completed audit year	Online	Clerk	Laptop and in A4 folder	Clerk	Only with Int. Cllr Auditor & IIA for annual audit	No. Two councillors are able to log in to bank account	No
Councillor/clerk applicants	Consent	6 years	Email or hard copy forms	Clerk	Laptop, hard copy (FC)	Clerk	Relevant info shared with councillors during selection process only	Cloud	No
A257 Traffic Group Membership details	Consent	Whilst serving member	Email, face to face	Clerk	Laptop	Clerk	No	Word docs on cloud	No
Community Award nominations	Legitimate interest	1 year	Email, post	Clerk	Laptop, hard copy (FC)	Clerk	Summary info/names only with councillors	Word docs cloud-based	No
Contact details incl residents, contractors, groups	Consent	Whilst valid	Phone, face to face, email, forms	Clerk	Laptop only	Clerk	No	Word docs on cloud	No
Contractor invoices quotes + tenders	Legal obligation	6 yrs	Email, phone	Clerk	Laptop, hard copy (FC)	Clerk	No	Word doc on cloud	No
Correspondence (incoming & outgoing)	Consent	1 year with some exceptions	Post, phone, email	Clerk & Cllrs	Laptop, individual cllr devices	Clerk & Cllrs	By list at meetings & email. Personal info removed unless permission given	Word doc of incoming calls, post, etc and word doc of outgoing post, KCC fault logs, calls, etc on cloud	No
Councillor contact details	Consent	6 yrs	Email, face to face, forms	Clerk	Laptop and paper list on desk	Clerk	Yes, other cllrs, website, notice boards	Cloud-based	No

Data Name	Lawful basis for collecting	Retention	How collected	Who is accountable for it	Where stored ie digital, physical	Who has access	Is it shared or disclosed	Does system share data with another system, ie cloud based, server, cabinet	DPIA req'd?
Disclosable Pecuniary Interests	Legal obligation	6 years	Hard copy form or emailed form	Clerk/DDC	Laptop, folder (FC)	Clerk	Yes - DDC MO; put on DDC website & linked from WPC web	Cloud-based	No
Electoral Register (for polls only)	Legal obligation	1 year	Email from DDC	Clerk	Laptop only	Clerk	No	Cloud-based	No
Emergency Plan contacts	Consent	Whilst valid	Email, forms	Clerk	Laptop, folder (FC)	Clerk & Cllrs	Yes, Councillors; website (without appendix of personal contact details)	Cloud-based	No
Events	Consent	1 year	Phone, email, face to face	Clerk	Laptop, paper working docs	Clerk	No	Cloud-based	Large events only
Meeting recordings	Consent	Until mins approved	Via zoom online	Clerk	Laptop	Clerk	No	Cloud-based	No
Payroll/pension – employee info	Legal obligation	12 years	Online	Clerk	Laptop, Basic PAYE Tools & NEST online tool	Clerk	No. Monthly returns made for PAYE & NEST pensions	Cloud-based	No
Photos	Consent <small>(posed)</small> Legitimate interest <small>(non-posed group pics)</small>	Whilst useful/relevant	Phone, camera, email	Clerk	Laptop	Clerk	Sometimes used on website	Cloud-based	No
Press items	Legitimate interest	Indefinite	Hardcopy from newspapers	Clerk	Folder (shelf)	Clerk	Sometimes – emailed to Cllrs	No	No
Surveys and questionnaires	Consent	1 year	Email, hard copy forms	Clerk	Working docs physical; laptop	Clerk	Responses only shared with Cllrs (not personal info)	Digital info is Cloud-based; hard copies filed (FC)	No
Village Groups & organisations	Consent	Whilst valid	Email, phone, face to face	Clerk	Laptop	Clerk	Basic info on WPC website and info sheets for new residents	Digital info cloud based	No
Volunteers	Consent	6 years	Email, phone face to face – form filling	Clerk	Laptop and folder (FC)	Clerk	No	Digital info cloud based	No
WASUP member details	Consent	Whilst serving member	Email, face to face	Clerk	Laptop	Clerk	No (all emails sent via blind copy)	Digital info cloud based	