

Data Protection Officer (if applicable)	
Name	Nikki Smith
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Information Type	What personal information (data) is collected	Categories of individuals	Categories of recipients (Where)	Purpose of processing (What)	What security measures are used	Where and how is the data stored	Article 6 lawful basis for processing personal data	Retention schedule (if applicable)
General								
Record keeping	Identity, political opinions	Members of public, councillors, staff	N/A	Mnotes	Secure server, Secure hard copy, Website	Secure Server, Secure hard copy	Article 6 (1) (c) legal obligation	Indefinitely
Facilities	Appearance	Public	Law Enforcement, Local Authority, Insurance Companies, solicitors	CCTV	Secure server, encrypted data transfer, password protected external media devices	Secure server	Article 6(5)(f) - Public Interest or Official Authority	30 days, 31 days + if active investigation
Ticket Booking Electronic (A)	Name, address, telephone number, email address, payment card details	Public	TicketSource	Ticket Sales	Password protected	Sales system, data processor	Article 6 (1) (b) contract	Refer to Data Controller
Ticket Booking Electronic (B)	Name, address, telephone number, email address, payment card details	Public	TicketSource	Ticket Sales	Password protected	Sales system, data processor	Article 6 (1) (b) contract	Refer to Data Controller
Ticket Booking Electronic (C)	Name, telephone number, payment card details	Public	Witham Operatic Workshop (WOW) - TicketTailor	Ticket Sales	Password protected	Sales system, data processor	Article 6 (1) (b) contract	Refer to Data Controller
Ticket Booking (Paper)	Name, telephone number, payment card details	Public	Witham Choral Society	Ticket Sales	Hard copy folder	Information Centre	Article 6 (1) (b) contract	Refer to Data Controller
Ticket Booking Telephone	Payment Card Details	Public	New Customers	Telephone Sales	Hard copy folder	No record held	Article 6 (1) (b) contract	Not retained
Information Centre Vendor Sales	Name, telephone number, email address, bank details	Vendors	Bank	Sellers detail's	Email & Secured Hard copy	Secure server	Article 6(1)(a) - consent	Not retained
Bus / Coach Card	Name, address	Public	National Express	Ticket Sales	N/A	No record held	Article 6 (1) (b) contract	Not retained
Bus / Coach Card	Name	Business	Finance controller	Reimburse National Express	N/A	No record held	Article 6 (1) (b) contract	Not retained
Bus Trip	Name, postcode, telephone, payment card details	Public	National Express	Ticket Sales	Secure server, Secure hard copy	Secure server, Information Centre secured hard copy	Article 6 (1) (b) contract	Not retained
Coach Trip	Name, address, telephone number	Public	Boons Calendar Travel	Ticket Sales	Secure server, Secure hard copy	Secure server, Information Centre secured hard copy	Article 6 (1) (b) contract	TBC
Coach Trip	Name, address	Business	Boons Calendar Travel	Reimburse Boons	Secure server, Secure hard copy	Secure server, Information Centre secured hard copy	Article 6 (1) (b) contract	TBC
Information Centre General Sales	Payment Card Details	Public	Customers	Town Hall Sales	N/A	No record held	Article 6(1)(a) - consent	Not retained
Visitors Record Sheet	Names, vehicle registration number	Visitors	Visitors	Fire Safety	Hard copy folder	Information Centre secured hard copy	Article 6(1)(a) - consent	TBC
Sell Theatre Gift Card	Payment Card Details	Public	Society of London Theatres	Sales	N/A	No record held	Article 6(1)(a) - consent	Not retained
Sell Bus Ticket	Name, address, telephone number, payment card details	Public	First Essex Busses Ltd	Sales	Email, Hard copy folder	Secure server, Information Centre secured hard copy	Article 6(1)(a) - consent	Not retained
Discount code / Railcard	DOB, postcode	Public	Rail Delivery Group	Sales	Secure hard copy folder	Information Centre secured hard copy	Article 6(1)(a) - consent	TBC
Mayor's events	Name, telephone number	Public	New Customers	Sales	Hard copy record	Information Centre secured hard copy	Article 6(1)(a) - consent	Not retained
Commemorative Benches	Name, address, telephone number, email address, Name of Deceased, Dates of Birth & Death	Public	New Customers	Sales	Email, Secure server, Secure Hard copy	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years from termination of contract
Commemorative Benches	Name, address, email address	Public	Existing Customers	Correspondence	Email, Secure server, Secure Hard copy	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 years
Dog Bin Sponsorship	Name, Address, Telephone number, emails address, name of their dog	Public	New Customers	Sales	Email, Secure server, Secure Hard copy	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years from termination of contract
Dog Bin Sponsorship	Name, address, email address	Public	Existing Customers	Correspondence	Email, Secure server, Secure Hard copy	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 years
Allotments	Name, address, telephone number, email address	Public	New Customers	Application to Waiting List	Website	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 years
Allotments	Name, address, telephone number, email address	Public	New Customers	Waiting List	Email system, Secure server	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 years
Allotments	Name, address, telephone number, email address	Public	New Customers	Tenancy Agreement	Secure server, Scribe, Secure Hard copy	Secure server, Secure hard copy	Article 6(1)(b), Article 6(1)a	7 years from termination of contract
Allotments	Name, address, email	Public	Existing Customers	Correspondence	Email system	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 years
Paper Correspondence Deputy Town Clerk	Name, address	Public	Residents / Public	Enquiries	Secure Hard copy	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 Years
Volunteer Records	Name, address, telephone number, email address	Public	Public	Enquiries	Email system, Secure server	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 years
Hiring of Open Spaces	Name, address, telephone number, email address, bank details, insurance certificate	Public	New Customers	Sales	Email system, Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years from termination of contract
Salt Bag Scheme	Name, address, telephone number, email address	Public	Residents	Sales	Email system, Secure server	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 years
Residents Letters hard copy	Name, address	Residents	To recipient and council meeting	Enquiries	Secure hard copy	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 years
Councillor contact details	Name, address, contact number	Councillor	Council	Council business	Secure server, Secure hard copy	Secure server, Secure hard copy	Article 6(1)(a) - consent	
Councillors Acceptance Of Office	Name	Councillor	Clerk, Deputy Clerk	Council business	Secure hard copy	Secure server, Secure hard copy	Article 6(1)(b) - contract	Indefinite
Councillors Register Of Interests	Name, address	Councillor	Clerk, Deputy Clerk	Council business	Secure hard copy, website	Secure server, Secure hard copy	Article 6(1)(b) - contract	Indefinite
Planning Applications	address	Public	Planning & Democratic Officer	Council business	Secure server, Secure hard copy	Secure server, Secure hard copy	Article 6(1)(a) - consent	N/A
Photographs	Name, address	Public	Website, newsletter, social media, archive, council staff	Council business		Secure server, Secure hard copy	Article 6(1)(a) - consent	Indefinite
Lease Agreements	Name, address, telephone number	Public	Clerk, Council, Solicitor	Council business	Secure server, Secure hard copy	Secure server, Secure hard copy	Article 6(1)(b) - contract	Indefinite
Contractors Insurance Documents		Contractor	To recipient	Council business	Email system, Secure hard copy, secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	Indefinite
Grant Applications to the Council	Name, address, telephone number, email address, bank details	Residents, Public	Clerk, Council	Council business	Secure server, Secure hard copy	Secure server, Secure hard copy	Article 6(1)(b) - contract	Indefinite
Consent Forms	Name, address, telephone number, email address	Residents, Public	Website, newsletter, archive	Council business	Secure hard copy		Article 6(1)(a) - consent	
Record of Consents	Name, address, telephone number, email address	Residents, Public	Clerk	Council business	Secure hard copy		Article 6(1)(a) - consent	
Accident book	Name, address & telephone number	council staff	Clerk	Council business	Secure hard copy	Secure server, Secure hard copy	Article 6 (1) (c) legal obligation	15 Years from filing date
Accident book	Name, address & telephone number	All	Information Centre	Council business	Secure hard copy	Secure server, Secure hard copy	Article 6 (1) (c) legal obligation	15 Years from filing date

Surveys & Consultations	Name, address, telephone number, email address	Public	Recipient	Data Gathering	Email system, Secure server, Hard Copy	Secure server, Secure hard copy	Article 6(1)(a) - consent	Indefinite
Invoices	Name, address, email address, bank details	Contractor	To recipient & council meeting	Sales	Secure server, Secure hard copy	Secure server, Secure hard copy	Article 6(1)(c) legal obligation	7 Years from finance year end
Quotations / Tenders	Name, address, email address, bank details	Contractor	To recipient & council meeting	Sales	Secure server, Secure hard copy	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 Years from finance year end
Phone messages	Name, telephone number	Resident, Councillor, Employee, Contractor, Public	Telephone system/written note	Enquiries	Hard copy		Article 6(1)(a) - consent	Until actioned
Phone Call	Name, telephone number, email address if response required	Resident, Councillor, Employee, Contractor, Public	To recipient	Enquiries	Hard copy		Article 6(1)(a) - consent	Until actioned
Mayoral Events	Name, telephone number	Public	Admin / Information Centre	Sales	Secure hard copy	Secure hard copy	Article 6(1)(a) - consent	
Mayoral Diary	Name, telephone number, address, business name	Public	Admin	Request for Mayor attendance	Secure hard copy	Secure hard copy	Article 6(1)(a) - consent	Until event completed
Building Maintenance	Business name, email address, website, telephone number	Contractor	Intended recipient	Business	Secure hard copy	Secure hard copy	Article 6(1)(b) - contract	7 years from termination/completion of contract
Council Chamber Booking	Name, telephone number, address, business name	Public	Admin	Events, meetings	Secure server, email system, Secure hard copy	Secure server, email system, Secure hard copy	Article 6(1)(a) - consent	7 Years from finance year end
Voucher scheme	Business name, contact details, email address, telephone number, bank details	Business	Finance controller	Finance	Secure server	Secure server	Article 6(1)(a) - consent	7 Years from finance year end
Events	Business name, contact details, email address, telephone number	Vendors	Finance controller	Finance	Hard copy	Secure server, Secure hard copy	Article 6(1)(a) - consent	7 Years from finance year end
Councillors Grants	Name, address, telephone number, email address, bank details	Public	Finance controller	Finance	Secure server	Secure server	Article 6(1)(b) - contract	7 Years from finance year end
Email Incoming	Name, address, telephone number, email address	Resident, Councillor, Employee, Contractor, Public	Intended recipient	Enquiries	Secure email	Secure email	Article 6 (b), Article 6 (c), Article 6 (a), Article 6 (f)	As long as necessary
Information Outgoing								
Invoices sent hard copy	Name, address	Resident, Councillor, Employee, Contractor, Public	Intended recipient	Enquiries		Secure hard copy	Article 6(1)(b) - contract	7 Years from finance year end
Invoices sent by email	Name, email address, telephone number	Resident, Councillor, Employee, Contractor, Public	Intended recipient	Enquiries	Email system	Secure server, email system	Article 6(1)(b) - contract	7 Years from finance year end
Email Outgoing	Name, address, telephone number, email address	All	Intended recipient	Enquiries	Secure email	Secure email	Article 6 (b), Article 6 (c), Article 6 (a), Article 6 (f)	As long as necessary
Councillors Register of Interests	Name, address	Councillor	Electoral Officer	Council business	Secure server, Secure hard copy	Secure server, Secure hard copy	Article 6 (1) (c) legal obligation	Term of office
Lease Agreements	Name, address	Resident, Tenant	Intended recipient, solicitor	Council business	Secure server, Secure hard copy	Secure server, Secure hard copy	Article 6(1)(b) - contract	Indefinite
Grant Request	Name, address, email address, bank details, telephone number	Clerk, Councillors	Grant provider	Council business	Secure hard copy, email system	Secure hard copy, email system	Article 6(1)(a) - consent	Indefinite
Record of Grant Submissions	Name of requestor	Clerk, Councillors	Council	Council business		Secure server, Secure hard copy	Article 6(1)(b) - contract	Indefinite
Event Marshalls hire	Name, address, bank details	Public	Finance controller	Finance	Scribe, secure hard copy	Bank, Secure server, Secure hard copy	Article 6(1)(b) - contract	7 Years from finance year end
Information Centre Sales	Name, bank details	Vendors	Accounting software	Finance	Scribe, secure hard copy	Bank, Secure server, Secure hard copy	Article 6(1)(b) - contract	7 Years from finance year end
Information Centre Sales	Name, bank details	Vendors	Online banking	Finance	Unity Bank	Bank system	Article 6(1)(b) - contract	7 Years from finance year end
Promotion	Photographs, images	Various	Social Media Platforms	Social Media	Website	Secure server	Article 6(1)(a) - consent	
Reimbursement	Name, bank details	Employee	Finance controller	Finance	Scribe, Unity Bank, secure hard copy	Bank, Secure server, Secure hard copy	Article 6(1)(a) - consent	7 Years from finance year end
Employment Information								
Finance	Bank details, personal details, tax details, salary details	Employees	HMRC, Essex Pension Fund, Bank	Payroll	MFA	Cloud based payroll system, Secure server	Article 6 (1) (c) legal obligation	7 years post employment
Employment Contract	Name, personal details	Employees	Clerk	Business	Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years post employment
Leave Record	Name, personal details	Employees	Timetastic	Business	Secure server	Secure server	Article 6(1)(b) - contract	7 years post employment
Sickness Record	Name, personal details	Employees	Clerk	Business	Secure hard copy	Secure hard copy	Article 9(2)(b) - employment	7 years post employment
Discipline / Grievance Record	Name, personal details	Employees	Clerk	Business	Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years post employment
Next Of Kin	Name, address, telephone number	Employees, public	Clerk	Business	Secure server	Secure server	Article 6(1)(a) - consent	7 years post employment
Pay Grades	Name, personal details, address, telephone number,	Employees	Clerk	Business	Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years post employment
Contact Details	Names, address, telephone number, DOB	Employees	Clerk	Business	Secure server	Secure server	Article 6(1)(b) - contract	7 years post employment
References / Job applications	Name, personal details, address, telephone number	Public	Clerk	Business	Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years post employment
HR	Contact details	Successful candidates	Clerk	Recruitment	Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years post employment
HR	Qualifications	Successful candidates	Clerk	Recruitment	Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years post employment
HR	Employment history	Successful candidates	Clerk	Recruitment	Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years post employment
HR	Ethnicity	Successful candidates	Clerk	Recruitment	Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years post employment
HR	Disability details	Successful candidates	Clerk	Recruitment	Secure Hard Copy	Secure hard copy	Article 6(1)(b) - contract	7 years post employment
HR	Contact details	Unsuccessful candidates	Clerk	Recruitment	Secure Hard Copy	Secure hard copy	Article 6(1)(b) - contract	6 months post interview
HR	Qualifications	Unsuccessful candidates	Clerk	Recruitment	Secure Hard Copy	Secure hard copy	Article 6(1)(b) - contract	6 months post interview
HR	Employment history	Unsuccessful candidates	Clerk	Recruitment	Secure Hard Copy	Secure hard copy	Article 6(1)(b) - contract	6 months post interview
HR	Ethnicity	Unsuccessful candidates	Clerk	Recruitment	Secure Hard Copy	Secure hard copy	Article 6(1)(b) - contract	6 months post interview
HR	Disability details	Unsuccessful candidates	Clerk	Recruitment	Secure Hard Copy	Secure hard copy	Article 6(1)(b) - contract	6 months post interview