

Lambourne Parish Council Internal register of processing activities

Schedule of Processing, Personal Data and Data Subjects

General Email enquiries from members of the public. Last reviewed February 2023.

Description	Details
Subject matter of the processing	Emails received from residents and other members of the public
Duration of the processing	Unless a planning issue, 30 days from when the matter is closed. Planning matters will be held until the planning issue is finalised.
Nature and purposes of the processing	<p>Any emails will be kept on the Google Gmail account of Lambourne Parish Council (lambournepc@gmail.com).</p> <p>This account is password protected with the password only known by the Parish Clerk and Council Chairman.</p> <p>Before any email is forwarded to Councillors or printed off for use in any way all personal data will be removed from the email. All replies to an email will be carried out by the Parish Clerk using only the lambournepc@gmail.com email address.</p> <p>If, once a subject has been discussed/dealt with by the Parish Council, the original email can be legally deleted this will be carried out within 30 days of the matter being closed.</p> <p>The purposes of keeping this email will be for the purposes of performing the council's statutory obligations or delivering its services.</p>
Type of Personal Data	The information supplied within the email sent which could consist of any of the following: Name, Address, Telephone / Mobile numbers, Email address and images. IP address.
Categories of Data Subject	Members of the public contacting the Parish Council via email
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	All personal data will be removed from emails before printed or transmitted. Original email will be kept on the parish email account only until the query is dealt with and then deleted permanently.

Schedule of Processing, Personal Data and Data Subjects

Quotes and Invoices from existing and potential Suppliers

Description	Details
Subject matter of the processing	Quotes and Invoices from existing and potential Suppliers
Duration of the processing	6 Years
Nature and purposes of the processing	<p>All invoices received will be kept in an invoice folder that is locked in a secure filing cabinet. Any invoice sent by email will be printed off (1 copy) to be kept in the file.</p> <p>Any quotes received will be kept in a quotes file which is securely kept in a locked filing cabinet.</p> <p>These files will be taken to Council meetings for the purpose of accepting quotations for work and payment for work carried out.</p> <p>Any emails quotes and invoices will be kept on the Google Gmail account of Lambourne Parish Council (lambournepc@gmail.com).</p> <p>This account is password protected with the password only known by the Parish Clerk and Council Chairman.</p> <p>The purposes of keeping this information will be for the purposes of performing the council's statutory obligations or delivering its services.</p>
Type of Personal Data	The information supplied could consist of any of the following: Business Name, Name, Address, Telephone / Mobile numbers, Email address and images. IP address.
Categories of Data Subject	Companies quoting for or invoicing for Council work
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Once the 6 year period is up the quote/invoice will be destroyed by secure shredding and receipt of destruction logged.

Schedule of Processing, Personal Data and Data Subjects

Councillors Personal Information

Description	Details
Subject matter of the processing	Councillors personal information
Duration of the processing	Indefinite
Nature and purposes of the processing	<p>This information is used as contact details for the Parish Council and is publicly available on the Parish website at www.lambourneparish.org. This is for the purpose of transparency allowing members of the public to contact Councillors.</p> <p>This information is also kept for the purposes of the Parish Clerk communicating with each Councillor and Councillors communicating between each other.</p> <p>Emails from Councillors will not be printed off.</p> <p>Any email from the Parish's District Councillor and County Councillor will not be printed off.</p> <p>Emails from Councillors will be kept on the Google Gmail account of Lambourne Parish Council (lambournepc@gmail.com).</p> <p>This account is password protected with the password only known by the Parish Clerk and Council Chairman.</p> <p>The purposes of keeping this information will be for the purposes of performing the council's statutory obligations or delivering its services.</p>
Type of Personal Data	The information supplied could consist of any of the following: Name, Address, Telephone / Mobile numbers, Email address and images. IP address, Declarations of interests.
Categories of Data Subject	Local Parish Councillors
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	

