

## Winster Parish Council

### Information Kept GDPR Data Records

Data collected from	Data captured	Processed?	Lawful Basis	Shared	Shared With	Deleted
Councillors	Name	Y	Legal Ob	Y	DDDC	On ceasing to be a councillor
	Address	Y	Legal Ob	Y	DDDC	
Captured as part of appointment/election	Telephone	Y	Legal Ob	Y	DDDC	
	email	Y	Legal Ob	Y	DDDC	
	DoB	Y	Legal Ob	Y	DDDC	
(declaration of pecuniary interest)		Y	Legal Ob	Y	DDDC	
Employees	Name	Y	Legal Ob	Y	HMRC/Payroll Services	After statutory period of retention
	Address	Y	Legal Ob	Y	HMRC/Payroll Services	
Captured as part of appointment	Telephone	Y	Legal Ob	Y	Payroll Services	
	email	Y	Legal Ob	Y	Payroll Services	
	DoB	Y	Legal Ob	Y	HMRC/Payroll Services	
	NI	Y	Legal Ob	Y	HMRC/Payroll Services	
	Gender	Y	Legal Ob	Y	HMRC/Payroll Services	
	Marital status	Y	Legal Ob	Y	HMRC/Payroll Services	
	Tax code	Y	Legal Ob	Y	HMRC/Payroll Services	
	Bank detail	Y	Legal Ob	N		Once set up with bank
	Next of kin	Y	Legal Ob	N		On Leaving employment
Volunteers	Name	Y	Legal Ob	N		
Captured as part of appointment	Address	Y	Legal Ob	N		
	Telephone	Y	Legal Ob	N		
	email	Y	Legal Ob	N		
	DoB	Y	Legal Ob	N		12 months post exit of becoming volunteer
Complaints	email	Y	Consent	N		On resolution of complaint
	Address	Y	Consent	N		By making this complaint do you consent to
Captured within complaint	telephone	Y	Consent	N		Winster Parish Council storing your details until the matter is resolved?
Mailing lists	Name	Y	Consent	N		When non-subscription requested
	Address	Y	Consent	N		
Collected when registering for information	Telephone	Y	Consent	N		
	email	Y	Consent	N		