

**Bressingham and Fersfield Parish Council: Information Kept under General Data Protection Regulations (GDPR).Oct2020v2**

Data collected from	Data collected	When	Processed?	Lawful Basis	Shared	Shared With	Deleted
Councillors	Name	As part of appointment/election	Y	Legal Obligation	Y		On ceasing to be a councillor
	Address		Y	Legal Obligation	Y		
	Telephone		Y	Legal Obligation	Y		
	email		Y	Legal Obligation	Y		
Employees	Name	As part of appointment	Y	Legal Obligation	Y	HMRC/Payroll Services	After statutory period of retention
	Address		Y	Legal Obligation	Y	HMRC/Payroll Services	
	Telephone		Y	Legal Obligation	Y	Payroll Services	
	email		Y	Legal Obligation	Y	Payroll Services	
	NI no		Y	Legal Obligation	Y	HMRC/Payroll Services	
	Tax code		Y	Legal Obligation	Y	HMRC/Payroll Services	
	Bank detail		Y	Legal Obligation	N		Once set up with bank
Contractors/ Lessees	Name	As part of contract	Y	Consent as part of contractual agreement	N		12 months after contract end.
	Address		Y		N		
	Telephone		Y		N		
	Email		Y		N		
Volunteers	Name	As part of appointment	Y	Legal Obligation	N		12 months post exit of becoming volunteer
	Address		Y	Legal Obligation	N		
	Telephone		Y	Legal Obligation	N		
	email		Y	Legal Obligation	N		
Complaints	email	Within complaint	Y	Consent	N	By making the complaint, you agree to Bressingham and Fersfield Parish Council storing your data until your complaint is resolved.	On resolution of complaint
	Address		Y	Consent	N		
	telephone		Y	Consent	N		
Mailing lists	Name		Y	Consent	N	Collected when registering for information	When non-subscription requested
	Address		Y	Consent	N		
	Telephone		Y	Consent	N		
	email		Y	Consent	N		