

Preesall Town Council Inventory of Personal Data Captured, Stored and Processed (AKA Data Road Map)

Preesall Town Council is fully compliant with General Data Protection Regulations, following the 7 principles of data protection under GDPR ensure personal data is handled lawfully, securely, and transparently. These principles guide how the council must collect, store, and process personal information. They are: Lawfulness/fairness/transparency, Purpose Limitation, Data Minimisation, Accuracy, Storage Limitation, Integrity/Confidentiality (Security), and Accountability.

This data road map is used to break down data protection into four clear stages:

1. Mapping what data you hold and why
2. Identifying the lawful basis for each purpose
3. Assessing risks and protecting people's rights
4. Creating policies and embedding good practice

This document is a live document and will be reviewed and amended throughout the year when required.

Council contact details		Data Protection Officer contact details	
Contact name:	Debbie Smith (Clerk)	Town Council's are exempt from appointing a data protection officer. It is deemed the Council as a corporate body is responsible.	
Contact address:	32 Mill Lane, Staminine, Poulton le Fylde, FY6 0LR		
Contact phone number:	07739 868212		
Contact email:	info@preesall-tc.gov.uk		

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data			3. Consent	4. Sharing Personal Data		5. Our Internal processes			6. Action Needed		7. How is the data destroyed	
To whom does it relate?	What Data is it?	Including Sensitive Data?	What is it for?	Why do we have it?	Are we legally obliged to hold this data? NOTE: If we are legally obliged to hold it, no consent is needed.	Have we got a contract or privacy notice relating to the data subject?	If we have a contract with the data subject, does it demonstrate all necessary consents?	With whom do we share this data? LIST THEM ALL	Who is responsible for keeping this data?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed	Describe how data is destroyed
Staff															
Contract	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers, Cllrs	Clerk	On appointment and on review	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key	To be reviewed		Deleted from laptop/ Bin (shred confidential waste)
PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers, HMRC, payroll company	Clerk	Monthly	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key	Contracted out		Deleted from laptop/ Bin (shred confidential waste)
Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers, payroll company, Pension Fund Managers, HMRC	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key	Contracted out		Deleted from laptop/ Bin (shred confidential waste)
Leave Form	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers	Clerk	As required	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key	Review as required		Deleted from laptop/ Bin (shred confidential waste)
Sick leave record	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers	Clerk	As required	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key	Review as required		Deleted from laptop/ Bin (shred confidential waste)
National Pay Award Letter	Yes	HR	Employment Purposes	Contract	Yes	Yes	External Professional Advisers, payroll company, Cllrs	Clerk	Annually	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key	Reviewed Annually		Deleted from laptop/ Bin (shred confidential waste)
Clerks Home Insurance	No	Health & safety/ contract	Employment Purposes	No	Not required	Yes	External Professional Advisers	Clerk	Annually	Duration of employment	Filing cabinet	Filing cabinet	Reviewed Annually		Bin (shred confidential waste)
Accident Reports	Yes	Health & safety	Employment Purposes	Yes	not required	yes	External Professional Advisers/Cllrs	clerk	As required	20 years	Laptop/Filing Cabinet	Password/ Lock & key	Review as required		Deleted from laptop/ Bin (shred confidential waste)
Staff Appraisals	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers, Cllrs	Clerk	As required	Duration of Employment plus 6 years	Filing cabinet	Filing cabinet	Next Review Sept and Nov 26		Bin (shred confidential waste)
Electors															
Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/Filing Cabinet	Password/ Lock & key	Up to date		Deleted from laptop/ Bin (shred confidential waste)
Personal Contact Details	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/Filing Cabinet	Password/ Lock & key	Up to date		Deleted from laptop/ Bin (shred confidential waste)
Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/Filing Cabinet	Password/ Lock & key	Up to date		Deleted from laptop/ Bin (shred confidential waste)
Contractors/Suppliers where we hold personal data of a natural person (not the data of a limited company or of another council)															
Contact details	No	Business	Contact	No	Contract	Yes/details redacted if not	Public inspection on audit, external professional advisers, Cllrs	Clerk	When Appointed	6 years after the contract ends	Laptop/Filing Cabinet	Password/ Lock & key	Up to date		Deleted from laptop/ Bin (shred confidential waste)
Invoices	No	Business	Payment	No	Contract	Yes/details redacted if not	Public inspection on audit, external professional advisers, Cllrs	R.F.O	On raising	6 years	Laptop/Filing Cabinet	Password/ Lock & key	Up to date		Deleted from laptop/ Bin (shred confidential waste)
Purchase orders	No	Business	Purchasing	No	Contract	Yes/details redacted if not	Public inspection on audit, external professional advisers, Cllrs	R.F.O	On raising	6 years	Laptop/Filing Cabinet	Password/ Lock & key	Up to date		Deleted from laptop/ Bin (shred confidential waste)
Quotations	No	Business	Purchasing	No	Contract	Yes/details redacted if not	Public inspection on audit, external professional advisers, Cllrs	R.F.O	On raising	6 years	Laptop/Filing Cabinet	Password/ Lock & key	Up to date		Deleted from laptop/ Bin (shred confidential waste)
Bank Account details	No	Business	Payment	No	Contract	Yes/details redacted if not	External professional advisers, Cllrs	R.F.O	On raising	6 years	Laptop/Filing Cabinet	Password/ Lock & key	Up to date		Deleted from laptop/ Bin (shred confidential waste)
Insurance	No	Business	Contract	No	Contract	Privacy Notice	External professional advisers, Cllrs	R.F.O	On appointment	6 years	Laptop/Filing Cabinet	Password/ Lock & key	To be reviewed in May 2026		Deleted from laptop/ Bin (shred confidential waste)
Residents															
Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	Clerk	On receipt	1 Year	Laptop/Filing Cabinet	Password/ Lock & key	Updated Annually by the higher authority upon receipt		Deleted from laptop/ Bin (shred confidential waste)
Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal counsils.	Clerk	On receipt	1 year	Laptop/Filing Cabinet	Password/ Lock & key	Privacy notice to be issue on receipt/electronic notice on emails		Deleted from laptop/ Bin (shred confidential waste)
Freedom of information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	2 years	Laptop/Filing Cabinet	Password/ Lock & key	Up to date		Deleted from laptop/ Bin (shred confidential waste)
General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal counsils.	Clerk	On receipt	1 year	Laptop/Filing Cabinet	Password/ Lock & key	Privacy notice to be issue on receipt/electronic notice on email		Deleted from laptop/ Bin (shred confidential waste)
Community Organisations															
Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	As long as required	Laptop/Filing Cabinet	Password/ Lock & key	Privacy notice to be issue on receipt/electronic notice on email		Deleted from laptop/ Bin (shred confidential waste)
Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External professional advisers, Cllrs	Clerk	On receipt	6 years	Laptop/Filing Cabinet	Password/ Lock & key	Up to date		Deleted from laptop/ Bin (shred confidential waste)
Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No contract	Public Document required by law, which we choose to hold.	Clerk	Annually	1 year after term has finished	Laptop/Filing Cabinet	Password/ Lock & key	Up to date		Deleted from laptop/ Bin (shred confidential waste)
Planning															
Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Clerk	On receipt	1 year	Laptop/Filing Cabinet	None required	Up to date		Deleted from laptop/ Bin (shred confidential waste)
Property															
Public Gardens	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	Indefinitely	Laptop/Filing Cabinet	Password/ Lock & key	Up to date		Non Applicable
General Contacts and Communications															
Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	Clerk	On raising	Retained up to 2 years or until the matter is dealt with	Laptop/Filing Cabinet	Password/ Lock & key	Up to date		Deleted from laptop/ Bin (shred confidential waste)
Phone Calls/Voice mails	Perhaps	Variable	Variable	No	Not applicable	Not applicable	Any reasonable request	Clerk	On raising	Secured on clerks voice mail	decks phone	phone pin locked	non applicable		Delete message from voice mail
Council Meetings															
Voice recording - Dictaphone	Perhaps	Variable	Council function	Yes	Privacy Notice	Yes/details redacted if not	External professional advisers, Cllrs	Clerk	Monthly	After approval of meeting minutes - from 6 weeks - 3 months	Laptop/hold within the recording device	Password/ Lock & key			Deleted from laptop and recording device
Consent forms for recording minors	Perhaps	Variable	Council function	Yes	Privacy Notice	Yes/details redacted if not	External professional advisers, Cllrs	Clerk	On raising	There is none, but best practice to destroy after the event/meeting	Laptop/Filing Cabinet	Password/ Lock & key			Deleted from laptop/ Bin (shred confidential waste)
Information generated															
VAT claim	yes	Business	payment	yes	contract	Yes/details redacted if not	Public inspection on audit, external professional advisers, Cllrs	R.F.O	Quarterly	6 years	Laptop/Filing Cabinet	Password/ Lock & key	Review as required		Deleted from laptop/ Bin (shred confidential waste)
Bank Mandate	yes	Business	payments and receipts	yes	contract/business	yes the mandate is the contract	external professional advisers, Cllrs	R.F.O	Annually	6 years	Laptop/Filing Cabinet	Password/ Lock & key	Review within the 2026/27 civic year		Deleted from laptop/ Bin (shred confidential waste)
Photos	Yes	Variable	Service to community	no	yes	yes consent form	Public, Cllrs, external professional advisors	Clerk	On receipt	31 days	Laptop/Filing Cabinet	Password/ Lock & key	Review as required		Deleted from laptop/ Bin (shred confidential waste)

Inventory assembled in May 2015 and Last updated on 02/02/2026 by clerk

Council Profile	Town Parish Council
Councillor 12 - 11 in post	
Staff: Clerk Part time, 1st/2nd main part time	
Electorate 1300	
Precept 2025/2026 £100,797.00	