LILBOURNE PARISH COUNCIL DATA/AUDIT MAP

Data Category	Purpose of Processing	Lawful Basis	Data Subjects	Data Collected	Source of Data	Storage Location	Access (Who Can See It)	Sharing / Disclosure	Retention Period	Security Measures
Councillor Contact Details	To publish contact details and enable council business	Public Task	Councillors	Name, email, phone	Provided by councillors	Website, Clerk's files	Clerk, Councillors	Website (public)	Duration of term	Password-protected devices
Clerk / Employee HR Records	Payroll, contracts, performance	Legal Obligation / Contract	Employees	Payroll data, NI, bank details	Employee	Secure HR folder	Clerk, Payroll provider	HMRC, Payroll provider	6 years after employment ends	Encrypted storage
Planning Comments	Statutory consultation responses	Public Task	Residents	Names, addresses, comments	Residents / WNC	Email, minutes	Clerk, Councillors	WNC Planning Portal	Permanent (public record)	Redaction where required
Burial Ground Records (if applicable)	Statutory burial administration	Legal Obligation	Families, deceased	Burial registers, plot info	Families / Funeral directors	Burial register	Clerk	Public inspection (statutory)	Permanent	Locked storage
Website Contact Form Enquiries	Responding to enquiries	Consent / Public Task	Residents	Name, email, message	Website form	Clerk email	Clerk	None	12 months	Secure email
Contractor Information	Managing contracts and payments	Contract	Contractors	Contact details, bank details	Contractor	Clerk's files/ Minibus Admin Files	Clerk, RFO, Minibus Admin	Bank (payments)	6 years	Encrypted storage
Minibus	Managng operation	Legal Obligation / Contract	Contractors, Drivers, School, Pupils	WNC Transport information contract	WNC Transport & Principle Authorities	Clerk's files/ Minibus Admin Files	Minibus Admin/Clerk	None	Duration of term	Encrypted
CCTV Footage (if applicable)	Crime prevention	Public Task	Public	Video images	CCTV system	CCTV device	Clerk / authorised persons	Police (if required)	30 days	Secure system