

Schedule A (data map)

The following table lists documentation received, held and sent for the purposes of conducting the business of Egmonton Village Meeting

Information Type	Personal Information Collected	Who from/to	Destination	Purpose	Legal Basis	How and where stored	Security Measures	Period of retention
Email received	Email address Sender's name Phone number	Resident Contractor	Addressee Village meeting	Could be for any purpose relevant to District business. For consideration by elected officers of the Village, or by Village meeting	Legal obligations, Public accountability	Email server Hard drive of elected officer Hard copy	The elected Chairman, Vice Chairman, Clerk and Treasurer will use specific 'egmanton.org.uk' email addresses protected by password. PCs will be password protected. Hard copies will be kept in lockable, private premises	Indefinitely on email server
Phone Text message received	Caller's name Caller's number	Resident Contractor	Recipient	Could be for any purpose relevant to District business. For consideration by elected officers of the Village, or by Village meeting	Legal obligations, Public accountability	Telephone system	None	Until actioned
Phone call received	Caller's name Caller's number	Resident Contractor	Recipient	Could be for any purpose relevant to District business. For consideration by elected officers of the Village, or by	Legal obligations, Public accountability	Telephone system	None	Not retained

				Village meeting				
Invoices received	Sender's name, address, email details, bank details	Contractor	Treasurer Village meeting	In order that payment can be made for services received	Legal obligations, Public accountability	Email server Hard drive of elected officer Hard copy	Officers will use specific 'egmanton.org.uk' email addresses protected by password. PCs will be password protected. Hard copies will be kept in lockable, private premises.	8 years
Letters received from Residents, or other bodies	Sender's name, address	Resident	Secretary Village meeting	Could be for any purpose relevant to District business. For consideration by elected officers of the Village, or by Village meeting	Legal obligations, Public accountability	Hard copy	Will be kept in locked cabinet in lockable, private premises	At least 2 years. Consultations will be retained for 2 years after the end of the consultation period.
Planning Applications received from N&SDC	Applicant's name and address	Resident	Secretary Village meeting	For consideration at Village meeting	Legal obligations, Public accountability	Hard copy	Will be kept in lockable, private premises	At least 2 years (original copies will be held by NSDC)
Email sent	An individual's name,	Anybody	To intended recipient	Could be for any purpose relevant to District business.	Legal obligations, Public	Email server Hard copy	Hard copies will be kept in lockable, private premises	Indefinitely on email server

