Milton Parish Council GDPR Data Map/Record of Processing Activities (ROPA)
As at October 2026

Council contact details	
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DPO contact details	
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Information type	What personal information (data) is collected?	Category of individual	Where does the data go	Where and how is the data stored?	What security measures do you use?	Why do you need the data? Processing purpose	Lawful basis for processing	How long to you retain the data?	Data shared with 3rd parties?
Information in									
Email in	Email address, persons name and possibly phone number	Resident/councillor/employee/contractor/officers/police	To the intended recipient/council meeting	Email server	Password/encryption	Management	Public interest/legal obligation/contract	As long as necessary	No
Phone message	Persons name and phone number	Resident/councillor/employee/contractor/officers/police	To the intended recipient	Telephone book	None	Management	Public interest/legal obligation/contract	Until actioned	No
Phone call	Persons name, phone number and possibly email address for follow up	Resident/councillor/employee/contractor/officers/police	To recipient	N/A	None	Management	Public interest/legal obligation/contract	Until actioned	No
Invoices	Persons name, email address, address, bank details	Contractor, suppliers	To recipient and to council meeting	Invoice file	Locked cupboard	Financial	Contract/legal obligation/public interest	6 years	No
Residents letters	Names, addresses, telephone no and email	Resident	To recipient and to council meeting	Correspondence file/Computer	Computers password protected	Unrequested	Legal obligation/public interest	Until actioned	No
Councillors acceptance of office forms	Name	Councillor	To Clerk	On file	Locked cupboard	Legal requirement	Legal obligation	As long as necessary	No
Councillors register of interest	Name, address	Councillor	To Clerk	On file	Locked cupboard	Legal requirement	Legal obligation	Term of office	Yes
Planning applications	Name, address	Resident	To Clerk, council	On file/website	Computer password protected	Consultation	Public interest	Until completed	No
Photographs	Name, address	Resident/councillor/employee/contractor/officers/police	Website/social media/newsletter	Computer/on file	Computer password protected	Public record	Consent	As long as necessary	No
Electoral Roll	Names and addresses	Residents	To Clerk	Computer/on file	Computer password protected/document password protected/locked cabinet.	Public record/management	Management	1 year	No
Lease agreements	Name, address, telephone number	Milton Doctors Surgery/Milton Community Centre/Barnabas Court/Milton Primary School	To Clerk, council, solicitor	Computer/On file	Computer password protected/ locked cupboard	Management	Contract	Term of lease	No
Contractors contracts, references & insurance documents	Name, address, telephone number	Contractor	To Clerk	On file	Locked cupboard	Management	Contract	6 years	No

Grant applications to the council	Name, address, telephone number, email, bank details	Resident/charity	To Clerk, council	Computer/on file	Computer password protected/cupboard locked	Management/financial	Public interest	3 years	No
Consent forms	Name, address, telephone number, email	Resident/contractor/cllr	To Clerk	Computer/on file	Computer password protected/locked cupboard	Management	Contract	6 years	No
Emergency plan contacts	Name, address, telephone number, email	Residents/contractors	To Clerk, council	Computer/In safe	Computer password protected/safe coded	In case of emergency	Public interest	Term of plan	No
Accident book	Name, address, telephone number	Any	To Clerk	File	Locked cupboard	Legal requirement	Legal obligation	Indefinitely	No
Community Care Clients	Name, address, telephone number, personal, nok, doctors	Residents	To Clerk	Computer/on file	Computer password protected/cupboard locked	Management	Consent	Until they leave the scheme	No
Allotment Holders	Name, address, telephone number, email	Resident	To clerk	Computer/on file	Computer password protected/Locked cupboard	Management	Contract	Until leased ended	No
Cemetery - Grave holders	Name, address, telephone number, email	Resident	To Clerk	Computer/on file	Computer password protected/cupboard locked	Management	Legal obligation	Indefinitely	No
Information out									
Email out	Email address, persons name and possibly phone number	Resident/contractor/cllr/employee/officers/police	To intended recipients	Email	Computer password protected	Management	Contract/legal obligation/consent	As long as necessary	No
Invoices sent hard copy	Name and address	Contractors/allotment holders, Community Care clients	To intended recipients	Computer/on file	Computer password protected/cupboard locked	Financial	Contract	6 years	No
Invoices sent via email	Email address, persons name and possibly phone number	Contractors/allotment holders, Community Care clients	To intended recipients	Computer/on file	Computer password protected/cupboard locked	Financial	Contract	6 years	No
Council contact details	Email address, persons name, address	Residents	To intended recipients	Website	Computer password protected	Management	Contract	As long as necessary	No
Minutes	Names	Residents/cllrs	To councillors, website	Email/computer/file/website	Computer password protected/cupboard locked	Legal requirement	Public interest	Indefinitely	Yes
Confidential Minutes	Names	Councillor	To councillors	Email/Computer/file	Computer password protected/cupboard locked	Legal requirement	Legal obligation	Indefinitely	No
Councillors register of interest	Name, address	Councillor	To Monitoring Officer	On file	Cupboard locked	Legal requirement	Legal obligation	Term of office	Yes
Emergency plan contacts	Email address, name, address	Residents/cllrs/contractors	To clerk, council and SCDC/CCC emergency team. Others on a need to know basis	Computer/In safe	Computer password protected/safe coded	Management	Public interest	As long as necessary	No
Lease agreements	Name and address	Lease holders	To receipient	Computer/on file	Computer password protected/cupboard locked	Management	Financial	Term of lease	No
Bank mandate	Names, addresses and bank details	RFO/bank	To relevant banks	On file/bank website	Locked cupboard	Financial/management	Financial	As long as necessary	No

Grant request	Email address, persons name, address, bank details	Clerk	To grant provider	Computer/On file	Computer password protected/cupboard locked	Financial/management	Contract/public interest	3 years	No
Accident book	Name, address	Clerk/cllr/resident/contractor	To council/insurers	Hard copy	Locked cupboard	Health & safety	Legal obligation	Indefinitely	No
Employment information									
Staff payroll	Name, address, email, NI number, bank details	Staff	HMRC/payroll provider/pension provider	Computer/On file	Computer password protected/cupboard locked	Financial	Legal obligation	Whilst employed plus 6 yrs	Bank
Staff employment contracts	Name, address, NI number, bank details	Staff	Clerk/Chairman/ staffing working group	On computer/on file	Computer password protected/cupboard locked	Contract	Contract	6 yrs	No
Staff appraisals	Name	Staff	Clerk/Chairman/ staffing working group	On computer/on file	Computer password protected/cupboard locked	Contract	Contract	6 yrs	No

NB: Locked cupboard/Locked safe via locked office accessed via key and security system