

## Antony Parish Council Data Map

Controller	
Name and contact details	
Name	Toni Baker (Clerk to Antony Parish Council)
Address	Antony Village Hall, Antony, Cornwall PL11 3AF
Email	<a href="mailto:clerk@antony-pc.gov.uk">clerk@antony-pc.gov.uk</a>
Telephone	07787 448457

Reviewed by	Date	Minute
Full Council	05/03/2026	107.25

Article 30 Record of Processing Activities								
Business function	What personal data is collected	Who the data relates to	Purpose of processing (Why are you using the personal data)	Who is the data shared with/where does it go?	Where and how is the data stored?	What security measures are in place?	Lawful basis for processing personal data	Minimum retention period (if possible)
Emails	Name, email	Councillors, Public, Businesses, Clerks, Contractors	Responding to queries	Councillors, meetings (as appropriate)	Email server, secure cloud storage, hard copy	Password encryption	Public task	At end of useful life
Phone calls	Name, phone number	Councillor, Public, Businesses, Clerk, Contractor	Responding to queries	Councillors, meetings (as appropriate)	Written note	N/A	Public task	Until actioned/resolved
Agenda & Minutes	Names, roles, public information	Councillors, Public	Governance, Public record	Councillors, Public (via website)	Website, secure cloud storage, hard copy	None	Legal obligation	Indefinite
Payroll	Name, address, NI number	Employee	Employment	HMRC, Council	Secure cloud storage	Password encryption	Legal obligation	3 years
Invoices/payments	Name, address, contact information, payment information	Business, Clerk, Contractors	To make and receive payments	Councillors for authorisation, Auditor	Email server, secure cloud storage, hard copy	Password encryption, locked storage room	Legal obligation	6 years
Employee records	Name, address, payroll data	Employee	Employment	HMRC, Auditor	Secure cloud storage, Hard copy	Password encryption, locked storage room	Legal obligation, Contract	6 years (after end of employment)
Councillor records	Name, address, phone number	Councillor	Management	Clerk, Public (via website)	Secure cloud storage, Hard copy	Password encryption, locked storage room	Consent	Term of office
Councillor's acceptance of office	Name	Councillor	Legal requirement	Clerk	Hard copy, Secure cloud storage	Password encryption, locked storage room	Legal obligation	Term of office
Councillor's register of interests	Name	Councillor	Legal requirement	Clerk, Cornwall Council	Hard copy, Secure cloud storage	Password encryption, locked storage room	Legal obligation	Term of office
Planning Applications	Name, address	Resident	Responding to planning applications	Clerk, Councillors	Hard copy	N/A	Public task	Until council response is decided
Planning objections/support comments	Name, contact information, comment content	Public	Responding to planning applications	Councillors, Planning department, meetings	Hard copy, Secure cloud storage	Password encryption, locked storage room	Public task	Until council response is decided
Event contact details and lists	Name, contact information	Public	Management	Clerk	Secure cloud storage	Password encryption	Public task	End of event
Lease Agreements	Name, contact information	Businesses	Management	Councillors	Hard copy, Secure cloud storage	Password encryption, locked storage room	Contract	Indefinite
Supplier/contractor information	Name, address, contact information	Contractors	Management	Clerk	Hard copy, email server, secure cloud storage	Password encryption, locked storage room	Contract	Until no longer useful or relevant

**Antony Parish Council  
Data Map**

<b>Contractors Insurance Documents</b>	Name, Address, contact information	Contractors	Management	Clerk	Hard copy, email server, secure cloud storage	Password encryption, locked storage room	Legal obligation	Indefinite
<b>Donation/Grant Requests</b>	Name, contact information, payment information	Public	Management, financial	Clerk, Councillors, meetings	Hard copy, email server, secure cloud storage	Password encryption, locked storage room	Public task	Until actioned/resolved
<b>Clerk's Employment Contract</b>	Name, address, contact information	Clerk	Management, financial	Clerk, Councillors	Hard copy, email server, secure cloud storage	Password encryption, locked storage room	Contract	6 years (after end of employment)
<b>Training records</b>	Name	Clerk, Councillors	Management	Clerk, Councillors	Hard copy, email server, secure cloud storage	Password encryption, locked storage room	Legal obligation	67 years (after end of employment)
<b>Post correspondence from members of the public/businesses</b>	Name, address, contact information	Public, Businesses	Management	Clerk, Councillors	Hard copy, email server, secure cloud storage	Password encryption, locked storage room	Public task	Until actioned/resolved