

Description	Why is the data held and what is it used for	Basis for processing data (e.g. consent)	Who holds the data and who can access it	the external source confirmed they agree to this	How long is the data kept for	Action
Minutes	For information for parishioners	Legal obligation	Parish clerk (paper copies) Website and Somerset archives	n/a	indefinitely	
Employee records	Necessary for employment	Legal obligation	Parish Clerk and HR committee, HMRC and pension provider	yes	Until employee leaves post	
Employee bank details	To enable payments	Contract	Parish Clerk, Bank to enable payment, Councillors to authorise payments	yes	Until employee leaves post	
Councillors names and contact details	Communication	Legal obligation	Parish Clerk, website and SC website	yes	Until Councillor leaves post	Review consent and contact preferences annually
Volunteers	Communication	Consent	Parish Clerk and Chair	yes	Until they leave the post	Review consent and contact preferences annually
Community News volunteers	Communication	Consent	Parish Clerk and Community News co-ordinators	yes	Until they leave the post	Review consent and contact preferences annually
Allotment holders	Communication	Contract	Parish Clerk and allotment on site contact	yes	Until they relinquish their plot/raised bed	Review consent and contact preferences annually
Maintenance contractor and bank details and invoices	To enable payments	Contract	Bank details stored on payee screen of online banking and invoices in filing cabinet	yes	6 years for invoices	
Planning applications	For consultation on applications	Legal obligation	Parish Clerk, Councillors and SC website	n/a	indefinitely on planning log	
Emails from residents	Communication	Consent	Parish Clerk, personal details will not be passed to councillors without consent	yes		