

								
Description	Purpose of processing	Lawful basis for processing	Categories of personal data	Source of obtaining the personal data	Who handles and has access to the data	How long is data kept for	Where data is currently stored	General description of technical and organisational security measures (if possible)
Accounts	Legal Obligation	Article 6(1)(c) - legal obligation	Identity. Contact Information. Financial Information	Directly from individuals and businesses	Clerk and Councillors	Six complete calendar years	Office 365	Encrypted storage in database and limited staff access controls
Contracts and Tenders	Contract	Article 6(1)(b) - Contract	Identity. Contact Information. Financial Information	Directly from individuals and businesses	Clerk and Councillors	7 years after contract end. Unsuccessful tenders 1 year	Office 365	Encrypted storage in database and limited staff access controls
HR Data	Contract	Article 6(1)(b) - Contract	Identity. Contact Information. Special Category (health, ethnicity, trade union membership). Criminal Record Data. Social Security data	Directly from individuals	Clerk and Councillors	6 years after ceasing employment	Office 365	Encrypted storage in database and limited staff access controls
Recruitment Details (unsuccessful candidates)	Contract	Article 6(1)(b) - Contract	Identity. Contact Information. Special Category (health, ethnicity, trade union membership). Criminal Record Data. Education	Directly from individuals	clerk and Councillors	6 months after completion of process	Office 365	Encrypted storage in database and limited staff access controls
Payroll and Pension	Legal Obligation	Article 6(1)(c) - legal obligation	Identity. Contact Information. Financial Information	Directly from individuals. HMRC	Clerk and Finance Officer, WSCC and Sussex Payroll	Six complete calendar years	Office 365	Encrypted storage in database and limited staff access controls
Minutes and Agendas	Legal Obligation	Article 6(1)(f) - Legitimate Interest	Identity, Contact and Financial	Directly from individuals and businesses, other agencies, reports from Councillors	Clerk and Councillors	Indefinite	Office 365	Encrypted storage in database and limited staff access controls
Councillor Register of Interests	Legal Obligation	Article 6(1)(c) - legal obligation	Identity. Contact Information. Special Category (political opinions, trade union membership, religion, third party personal data, company information, ethnicity). Criminal Record Data. Education	Directly from individuals	Anyone. Link published on website	Until end of office	Office 365 and website	Public document
Grant applications	Public Task	Article 6(1)(e) - Public Task	Identity, contact, Special Category, gender, age, ethnicity, financial information,	Directly from individuals and businesses	Clerk and Councillors	6 years after grant payment or immediately if unsuccessful	Office 365	Encrypted storage in database and limited staff access controls
Mailing lists	Consent	Article 6(1)(b) - Contract	Contact details	Directly from individuals	Clerk	Until opt out	Office 365 and MailChimp	Encrypted storage in database and limited staff access controls
General Correspondence and emails	Consent	Article 6(1)(a) - Consent	Contact Details	Directly from individuals	Clerk and Councillors	1 month after resolution.	Office 365	Encrypted storage in database and limited staff access controls
Event Records	Consent	Article 6(1)(a) - Consent	Contact Details	Directly from individuals	Clerk and Councillors	Until opt out	Office 365 and Mailchimp	Encrypted storage in database and limited staff access controls

Photographs	Consent	Article 6(1)(a) - Consent	Identity	Photo shoots, events	Clerk and Councillors	5 years	Office 365	Encrypted storage in database and limited staff access controls
Councillor Information	Public Task	Article 6(1)(e) - Public Task	Identity. Contact Information. Special Category (political opinions, trade union membership, religion, third party personal data, company information, ethnicity). Criminal Record Data. Education	Directly from individuals	Anyone. Details published on website	1 year after term of office	Office 365	Encrypted storage in database and limited staff access controls
CPR/Defrib Course	Consent	Article 6(1)(a) - Consent	Contact details	Directly from individuals	Clerk	After the event deleted	Office 365	Encrypted storage in database and limited staff access controls
Meeting recording	Public Task	Article 6(1)(e) - Public Task	Identity	Directly from individuals	Clerk	As soon as the draft minutes are approved	Ipad owned by PC	
Meeting note taking	Public Task	Article 6(1)(e) - Public Task	Identity	Direct from meeting participants	Clerk	As soon as the draft minutes are approved	Office 365	Encrypted storage in database and limited staff access controls
Banking Card Payments	Contract	Article 6(1)(b) - Contract	Identity and financial	Directly from individuals and businesses	Clerk and Lloyds Banking Group	6 years	Card Net from Lloyds Banking	Conforms to PCI regulations
Updated - 09/04/2026								