DATA MAP

Data Category	Data Subject	Source	Processing Activity	Storage Location	Shared With	Legal Basis	Retention Period	Security Measures
Staff Records	Employees	Laptop	Payroll & HR Management	On-premises / Cloud	Employment, HMRC	Contractual Necessity	Duration of Employment + 6 years	Access Controlled
Councillor Contact Info	Councillors	Self-reported	Communication & Records	Laptop/Cloud	Published (limited), Internal Use	Legal Obligation	Duration of Office + 6 years	Access Controlled
Public Contact Details	Residents	Website, Email	Service Requests	Laptop/Cloud	Internal Use Only	Consent	As long as needed	Access Controlled
Subject Access Requests	Data Subjects	Request Form	Data Provision	Secure Filing	Requestor, ICO if needed	Legal Obligation	6 years	Restricted Access

DATA TRANSFERS AND SHARING

Data Type	Shared With	Purpose
Payroll & HR Data	HMRC, Payroll Processors	Legal Compliance & Salary Processing
Public Correspondence & Service Requests	Internal Use Only	Public Service Management
Councillor Contact Information	Limited Publication (Legal Requirement)	Transparency & Public Access

SECURITY AND COMPLIANCE

Security Measure	Description
Access Controls	Restricted access based on job role
Encryption	Data encrypted both in transit and at rest
Physical Security	Filing cabinets locked; digital access logged and monitored
Retention Policies	Data reviewed periodically and erased when no longer necessary
Incident Managem	Data breach procedures in place, with ICO reporting if needed

COMPLIANCE FRAMEWORK

Compliance Area	Process
FOI & SAR Handling	Requests processed within 30 days
Appropriate Policy	Maintained for special category and criminal offence data
Training & Awarene	Staff and councillors informed of GDPR obligations