




# Toppesfield Parish Council Data Map and Risk Assessment



Date issued	24 <sup>th</sup> February 2026
Status	Approved at Council Meeting 5 <sup>th</sup> March 2026
Review Date	March 2027
Signed by Chair of meeting	

Purpose of Processing	Categories of personal data	Categories of recipients (sharing with other data controllers)	Categories of processors (on behalf of PC)	Article 6 lawful basis for processing data	Article 9 condition for processing special category data	How is it stored?	Steps taken to anonymise data	Risk level? Is a Data Protection impact assessment (DPIA) required?
Minutes	Contact information, identity	N/A	Website & email provider, cloud storage provider	Legal obligation	N/A	Hard signed copies stored in Parish Council Office, Safe in the village hall and periodically taken to county archive.  Councillors may hold unsigned hard copies. Unsigned copies held electronically	Information that might identify private individuals/parishioners not included in minutes.  Personal information relating to PC employees to be anonymised as much as possible or withheld from minutes.	Low.  DPIA not required.

						by clerk (dedicated laptop) and widely available to councillors (personal devices).		
<b>Accounts</b>	Contact Information, identity, Bank details	Internal & external auditors	Cloud storage provider, Website & email provider	Legal obligation	N/A	Hard & electronic copies held by clerk (dedicated laptop and in Parish Office).  Some councillors may hold hard and/or electronic copies to process payments (personal devices).	Invoices and other documents containing personal information only shared with councillors for the purposes of processing transactions.	Low.  DPIA not required.
<b>General correspondence &amp; administration</b>	Contact information, identity, special category data	Other Parish, District or County Councils, other competent authorities	Cloud storage & email provider	Public task	Consent	Hard and electronic copies held by clerk (dedicated laptop and in Parish Office).  Some	Written consent to be obtained prior to sharing any personal information. If no consent is obtained then it must be anonymised. Bcc to be used for emails as required.	Low.  DPIA not required.

						councillors may hold hard and/or electronic copies (personal devices).		
<b>Payroll and Pension Regulator</b>	Contact information, identity, Bank details	HMRC, Pensions Regulator	Cloud storage & email provider, Payroll software (HMRC)	Legal obligation	N/A	Hard & electronic copies held by clerk (dedicated laptop and in Parish Office). Some councillors may hold hard and/or electronic copies to process payments (personal devices).	Documents containing personal information only shared with councillors for the purposes of processing transactions.	Low. DPIA not required.
<b>HR records</b>	Contact information, identity, Bank details, special category data	N/A	One drive / 365	Contract	Employment, Social Security and Social Protection	Hard & electronic copies held by clerk (dedicated laptop and in Parish Office).	Written consent to be obtained prior to sharing any personal information. If no consent is obtained then it must be anonymised.	Low. DPIA not required.
<b>Newsletter</b>	Contact information, identity	N/A	Cloud Storage, email provider	Public task	Consent	Contact information relating to content	Written consent to be obtained prior to sharing any personal information. If no	Low. DPIA not required.

						contributors held electronically by clerk (dedicated laptop).	consent is obtained then it must be anonymised. Bcc to be used for emails as required.	
<b>Councillor Information</b>	Contact information, identity, special category data	District Council	Website & email provider, cloud storage provider	Legal obligation	Substantial Public interest	Hard & electronic information held by clerk (dedicated laptop and in Parish Office).	Written consent to be obtained prior to sharing any personal information. If no consent is obtained then it must be anonymised.	Low.  DPIA not required.

- Data only shared within UK.
- Data retained in accordance with Toppesfield Parish Council's Data Retention schedule.

**How are all PC members made aware of their responsibilities?**

- Relevant Policies.
- Training encouraged.
- Regular reminders.
- Dedicated email addresses.
- New Councillor Induction.

To be read in conjunction with the following policies:

- Privacy Policy.
- Data Protection Policy.
- IT Policy.
- Retention schedule.