



OAKHAM TOWN COUNCIL - DATA MAPPING REGISTER

Data Category / Asset	Description of Data Held	Lawful Basis - GDPR Art. 6	Where Data is Stored	Who has Access	Shared With / Disclosed to
Councillor contact details	Name, address, email, telephone, Register of Interests	Public task (official authority).	Clerk's secure pc, backed up on encrypted cloud storage – Microsoft 365.	Clerk, Monitoring Officer	Rutland County Council (Register of Interests). Councillor details published on website, noticeboard, Parish News. NB: As from 2026 councillor addresses are now redacted from the Register of Interest forms.
Employment Records - Clerk	Contract, name, address, telephone number, pay details, next of kin, payroll number, N.I. number, tax code	Contract, legal obligation	Clerk's secure pc, backed up on encrypted cloud storage – Microsoft 365. External payroll provider. External pension provider.	Clerk External payroll provider External pension provider	HMRC Pension provider
Residents' correspondence	Emails, letters, and complaint submissions	Public task / consent (if ongoing contact)	Council Office. Officers email systems (Microsoft 365 / Outlook)	Officers Members (if they are contacted directly)	None unless permission given from resident, or formal complaint escalated.
Planning consultations / objections	Name, address, opinion submitted	Public task	Officers secure laptops/pcs, backed up on encrypted cloud storage – Microsoft 365.	Officers	Rutland County Council Planning Dept
Allotment Tenant Records	Name, address, telephone number, email address, payment record	Contract	Officers secure laptops/pcs, backed up on encrypted cloud storage – Microsoft 365.	Officers	Allotment Officer (if in post)
Grant applications & recipients	Name, address, telephone number, email address, bank statements, accounts signature.	Public task / Contract	Officers secure laptops/pcs, backed up on encrypted cloud storage – Microsoft 365.	Officers	Auditors. Grant applications published in public on website agenda pack with personal details and signature redacted.
Supplier / Contractor details	Name, address, telephone number, email address, bank account details, contracts.	Public task / Contract	Officers secure laptops/pcs, backed up on encrypted cloud storage – Microsoft 365.	Officers	Auditors. Councillors – if the need arises.
Website Visitors & Cookies	IP address (via analytics)	Consent	Web host / analytics service	Clerk. Website Provider.	Analytics provider (anonymised)
Freedom of Information Requests	Name, address, correspondence	Legal obligation	Officers secure laptops/pcs, backed up on encrypted cloud	Officers	ICO – if escalated.

			storage – Microsoft 365.		
Electoral Register	Residents name, address, electoral register number	Consent	Clerk's secure laptop, backed up on encrypted cloud storage – Microsoft 365. File sent from Rutland County Council – password protected.	Clerk	None.

Adopted at the Full Council meeting held on 08.07.2026
Review date: Jul 2028