Description	Why held & what it is used for	Held by & who can access
Electoral Role	*Reference for names and addresses in case contact required*	*Clerk / Clerk only*

PARISH / TOWN COUNCIL
DATA MAPPING TEMPLATE

Basis for processing	Security	Retention Period
Legitimate Interest	*Paper / Locked filing cabinet*	*Updated annually. Old copy shredded*

Consent?	Shared?	Covered by Privacy Notice	Comments
No linked to CDC	*No*	*No*	*n/a*

What would constitute a data breach?
Theft / Employee viewing for their own benefit