| APPLICABLE TO | DOCUMENT TYPE | SOURCES | LOCATION | WHO USES DOC'S | ACCESS LIST | PROTECTION | SENSITIVE DATA Y/N | SENSITIVE DATA RATING | SHARED DOCS | SHARING AGREEMENT IN PLACE | SHARING AGREEMENT LOCATION | DOCUMENT DURATION | DOC ARCHIVED | DOC SHREDDED | PRIVACY NOTICE NEEDED | ACTIONS NEEDED |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EMPLOYEES | Employment contracts | server | e drive | CEO | CEO | PC passworded | Y | VERY | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | limited access | Civic Manager | Civic Manager | document p/w | | | | | | | | | | |
| | | paper | filing cabinet | CEO | CEO | under lock and key | Y | VERY | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | | Civic Manager | Civic Manager | | | | | | | | | | | |
| | | Email | PC | RFO | RFO | under lock and key | Y | VERY | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | Discipline/Grievance record | server | e drive | CEO | CEO | PC passworded | Y | VERY | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | limited access | Civic Manager | Civic Manager | document p/w | | | | | | | | | | |
| | | paper | filing cabinet | CEO | CEO | under lock and key | Y | VERY | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | | Civic Manager | Civic Manager | | | | | | | | | | | |
| | Leave/sickness record | server | e drive | CEO | CEO | PC passworded | Y | VERY | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | limited access | Civic Manager | Civic Manager | document p/w | | | | | | | | | | |
| | | paper | filing cabinet | CEO | CEO | under lock and key | Y | VERY | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | | Civic Manager | Civic Manager | | | | | | | | | | | |
| | Next of Kin | paper | filing cabinet | RFO | RFO | under lock and key | Y | MEDIUM | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | | CEO | CEO | | | | | | | | | | | |
| | Accident/injury records | paper | filing cabinet | CEO | CEO | in accident book | N | LOW | no | n/a | n/a | doc retention | yes | yes after 2 years | no | |
| | | | | Venue Managers | | | | | | | | | | | | |
| | | | | Civic Manager | Civic Manager | | | | | | | | | | | |
| | Pension/NEST - % contribution, list contributors | server | e drive | CEO | CEO | PC passworded/passed to RFO. Deleted | Y | MEDIUM | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | limited access | Civic Manager | Civic Manager | document p/w | | | | | | | | | | |
| | | | | Finance officer | Finance officer | restricted access to office | | | | | | | | | | |
| | | paper | filing cabinet | Finance officer | Finance officer | restricted access to office | Y | MEDIUM | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | Pay grades | server | e drive | CEO | CEO | PC passworded | Y | VERY | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | limited access | Civic Manager | Civic Manager | document p/w | | | | | | | | | | |
| | Rates of Pay | | RFO PC | RFO | RFO | SAGE and LogMe + backup | Y | VERY | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | | CEO | CEO | server back up via Microsmiths | | | | | | | | | | |
| | | | | Civic Manager | Civic Manager | stand alone hard drive backup off site | | | | | | | | | | |
| | | paper | filing cabinet | CEO | CEO | under lock and key | Y | VERY | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | | Civic Manager | Civic Manager | | | | | | | | | | | |
| | Contact details | desktop | e drive | all staff | all staff | PC P/W protected | Y | MEDIUM | no | n/a | n/a | term of office | 4 years | yes after 2 years | yes | |
| | | | limited access | Civic Manager | Civic Manager | document p/w | | | | | | | | | | |
| | | paper | filing cabinet | all staff | all staff | under lock and key | Y | MEDIUM | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | | | | | | | | | | | | | | |
| | References/job applications | paper | filing cabinet | CEO | CEO | under lock and key | Y | MEDIUM | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | | Civic Manager | Civic Manager | | | | | | | | | | | |
| | Payroll | RFO PC | Fin Officer PC | Finance officer | Finance officer | PC passworded | Y | VERY | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | | CEO | CEO | SAGE and LogMe + backup | | | | | | | | | | |
| | | | | Civic Manager | Civic Manager | server back up via Microsmiths | | | | | | | | | | |
| | | | | CEO | CEO | stand alone hard drive backup off site | | | | | | | | | | |
| | | paper | e drive limited access | RFO | RFO | PC passworded | Y | VERY | Yes | no | | 1 year | 2 years after audit | yes after 2 years | yes | |
| | | | | | | SAGE and LogMe + backup | | | | | | | | | | |
| | | | | | | server back up via Microsmiths | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| COUNCILLORS | Contact details - home | Computers | e drive | all staff | all staff | PC P/W protected | Y | MEDIUM | no | n/a | n/a | term of office | 4 years | yes after 2 years | yes | |
| | | paper | filing cupboard/n | all staff | all staff | under lock and key | Y | MEDIUM | no | n/a | n/a | term of office | 4 years | yes after 2 years | yes | |
| | Contact details - Town Council | all staff PC | e drive | all staff | all staff | PC P/W protected | N | LOW | no | n/a | n/a | term of office | 4 years | yes after 2 years | yes | |
| | | paper | filing cupboard | all staff | all staff | restricted access to office | N | LOW | no | n/a | n/a | term of office | 4 years | yes after 2 years | yes | |
| | | website | e drive | CEO | all staff | PC + website P/W protected | N | LOW | no | n/a | n/a | term of office | removed | n/a | | |
| | | | | Civic Manager | all staff | PC + website P/W protected | N | LOW | no | n/a | n/a | term of office | removed | n/a | | |
| | | | | web admin | all staff | PC + website P/W protected | N | LOW | no | n/a | n/a | term of office | removed | n/a | | |
| | | website | website | public | public | none | N | LOW | no | n/a | n/a | term of office | removed | n/a | no | |
| | | MK Council | website | public | public | none | N | LOW | Yes | bet MKC/TC | MKC | term of office | | | | |
| | Allowances, expenses | e drive | RFO | RFO | RFO | PC passworded | Y | VERY | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | | CEO | CEO | document p/w | | | | | | | | | | |
| | | | | | Civic Manager | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | paper | cabinet | Finance officer | Finance officer | restricted access to office | Y | VERY | no | n/a | n/a | 2 years | 2 years | yes after 2 years | yes | |
| | | | | CEO | CEO | | | | | | | | | | | |
| | | | | | Civic Manager | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| CONTRACTORS/SUPPLIERS | Contact details | server | Fin Officer PC | CEO | all staff | PC passworded | Y | MEDIUM | no | n/a | n/a | annual | 2 years | yes after 2 years | no | |
| | approved contractors list | Email | | Estates Manager | | restricted access to office | | | | | | | | | | |
| | invoices | | | RFO | | Filed in designated folders | | | | | | | | | | |
| | purchase orders | | | RFO | | emails PC password protected | | | | | | | | | | |
| | Quotations | paper | filing cupboard | CEO | all staff | restricted access to office | Y | MEDIUM | no | n/a | n/a | annual | 2 years | yes after 2 years | no | |
| | | | | Civic Manager | | | | | | | | | | | | |
| | | | | Finance officer | | | | | | | | | | | | |
| | | | | Estates Manager | | | | | | | | | | | | |
| | | Cllrs papers | website | councillors | councillors | pink paper and pink font colour | Y | VERY | no | n/a | n/a | annual | 2 years | yes after 2 years | yes | |
| | | | | CEO | CEO | Members area on website | | | | | | | | | | |
| | | | | Civic Manager | Civic Manager | Staff PC's password protected | | | | | | | | | | |
| | | | | Democratic Services Officer | Democratic Serices Officer | | | | | | | | | | | |
| | | | | Estates Manager | Estates Manager | | | | | | | | | | | |
| | | | Home PC's | councillors | councillors | Cllrs need antiviris on personal PC's | Y | VERY | no | n/a | n/a | annual | 2 years | yes after 2 years | yes | |
| | Contract | e drive | Fin Officer PC | CEO | CEO | PC passworded | Y | LOW | no | n/a | n/a | annual | 2 years | yes after 2 years | no | |
| | | paper | filing cupboard | Civic Manager | | restricted access to office | | | | | | | | | | |
| | | | | RFO | | | | | | | | | | | | |
| | | | | Estates Manager | | | | | | | | | | | | |
| | Bank Account details | server | RFO | RFO | Finance officer | PC passworded | Y | VERY | no | n/a | n/a | annual | 2 years | yes after 2 years | yes | |
| | | paper | CEO | CEO | | document p/w | | | | | | | | | | |
| | Tenders | server | e drive | CEO | CEO | PC passworded | Y | VERY | no | n/a | n/a | annual | 2 years | yes after 2 years | yes | |
| | | | limited access | Civic Manager | Civic Manager | document p/w | | | | | | | | | | |
| | | paper | filing cabinet | CEO | CEO | under lock and key | Y | VERY | no | n/a | n/a | annual | 2 years | yes after 2 years | yes | |
| | | | | Civic Manager | Civic Manager | | | | | | | | | | | |
| | | Cllrs papers | website | councillors | councillors | pink paper and pink font colour | Y | VERY | no | n/a | n/a | annual | 2 years | yes after 2 years | yes | |
| | | | | CEO | CEO | Members area on website | | | | | | | | | | |
| | | | | Civic Manager | Civic Manager | Staff PC's password protected | | | | | | | | | | |

| | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Estates Manager | Property Clerk | | | | | | | | | | | |
| | | | | councillors | councillors | Cllrs need antiviris on personal PC's | Y | VERY | no | n/a | n/a | annual | 2 years | yes after 2 years | yes | |
| | Insurance details | email | e drive limited access | CEO | all staff | PC passworded | Y | LOW | no | n/a | n/a | annual | 2 years | yes after 2 years | no | |
| | | paper | Fin Officer PC | Civic Manager | | restricted access to office | | | | | | | | | | |
| | | | | RFO | | | | | | | | | | | | |
| | | | | Estates Manager | | | | | | | | | | | | |
| | References | e drive | Civic Manager | Civic Manager | Civic Manager | PC passworded | Y | VERY | no | n/a | n/a | annual | 2 years | yes after 2 years | yes | |
| | | | | Estates Manager | Property Officer | document p/w | | | | | | | | | | |
| | | paper | filing cabinet | Civic Manager | Civic Manager | restricted access to office | Y | VERY | no | n/a | n/a | annual | 2 years | yes after 2 years | yes | |
| | | | | Estates Manager | Property Officer | | | | | | | | | | | |
| | | Cllrs papers | website | councillors | councillors | pink paper and pink font colour | Y | VERY | no | n/a | n/a | annual | 2 years | yes after 2 years | yes | |
| | | | | CEO | CEO | Members area on website | | | | | | | | | | |
| | | | | Civic Manager | Civic Manager | Staff PC's password protected | | | | | | | | | | |
| | | | | Estates Manager | Property Clerk | | | | | | | | | | | |
| | | | Home PC's | councillors | councillors | Cllrs need antiviris on personal PC's | Y | VERY | no | n/a | n/a | annual | 2 years | yes after 2 years | yes | |
| | | | | | | | | | | | | | | | | |
| RESIDENTS | | | | | | | | | | | | | | | | |
| Complaints - received by office | Contact details | email | e drive | All staff | all staff | PC passworded | Y | LOW | YES | YES | DC office | annual | 2 years | yes after 2 years | no | |
| | | Office/Walk ins | paper - filed in office | All staff | all staff | restricted access to office | Y | LOW | YES | YES | DC office | annual | 3 years | yes after 2 years | no | |
| | | Councillor email | Cllr PC office/home | Councillor / CEO | Councillor / CEO | PC passworded | Y | LOW | YES | NO | NO | annual | N/A | scanned | no | need to formulate olicy for handling |
| | | Cllr - Clerk email | e drive | All staff | all staff | PC passworded | Y | LOW | YES | YES | DC office | annual | 2 years | yes after 2 years | no | |
| | | | | | | restricted access to office | | | | | | | | | | |
| FOI | Contact details | email | CEO | CEO | CEO | PC passworded | Y | LOW | no | n/a | n/a | annual | 2 years | yes after 2 years | no | |
| | | Letter | paper - filed in office | Civic Manager | Civic Manager | restricted access to office | Y | LOW | no | n/a | n/a | annual | 2 years | yes after 2 years | no | |
| | | Log | CEO | CEO | CEO | PC passworded | Y | LOW | no | n/a | n/a | annual | 2 years | yes after 2 years | no | |
| Electoral Register | None kept | | | | | | | | | | | | | | | |
| Distribution lists | Contact details | e drive | Staff PC's | All staff | all staff | PC passworded | Y | LOW | no | n/a | n/a | annual | 2 years | yes after 2 years | no | |
| CAB requests | Contact details | email | not kept passed on to CAB | Front office staff | None | restricted access to office | Y | LOW | no | n/a | n/a | annual | 3 years | yes after 2 years | no | |
| | | paper | not kept passed on to CAB | Front office staff | none | restricted access to office | Y | LOW | no | n/a | n/a | n/a | n/a | yes at time | | |
| | | | | | | | | | | | | | | | | |
| COMMUNITY | Contact details | e drive | All Staff PC | All staff | all staff | PC passworded | N | LOW | no | no | | annual | 2 years | yes after 2 years | yes | |
| ORGANISATIONS | | | website | web admin | staff | PC passworded | | | | | | | | | | |
| | | | | | public | | | | | | | | | | | |
| | | email | Staff PC's | All staff | all staff | restricted access to office | | | | | | | | | | |
| | | paper | Staff PC's | All staff | all staff | restricted access to office | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | Grant applications | server | e drive limited access | CEO | CEO | PC passworded | Y | HIGH | no | no | n/a | annual | 2 years | yes after 2 years | yes | |
| | | email | | | Finance Officer | PC passworded | | | | | | | | | | |
| | | paper | front office | CEO | CEO | restricted access to office | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| DATA PROTECTION REQUESTS | Contact details | email | Data Protection Officer PC | Data Protection Officer PC | Data Protection Officer PC | PC passworded | Y | High | no | n/a | n/a | annual | 2 years | yes after 2 years | no | |
| | Data Protection log | | e drive limited access | CEO | CEO | privacy policy | | | | | | | | | | |
| | | Verbal requests | Data Protection Officer | Data Protection Officer | Data Protection Officer | filed in cabinet under lock and key | Y | High | no | n/a | n/a | annual | 2 years | yes after 2 years | no | |
| | | | | | CEO | privacy policy | | | | | | | | | | |
| | | Letter | paper - filed in office | CEO | CEO | restricted access to office | Y | High | no | n/a | n/a | annual | 2 years | yes after 2 years | no | |
| | | Log | Data Protection Officer | Data Protection Officer | Data Protection Officer | filed in cabinet under lock and key | Y | High | no | n/a | n/a | annual | 2 years | yes after 2 years | no | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| ALLOTMENTS | application/relinquish forms | paper | The Link | Information Officers | Allot officer | restricted access to office | Y | LOW | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | | | staff | | | | | | | | | | | |
| | tenancy agreements | paper | The Link | Information Officers | Allot officer | restricted access to office | Y | LOW | no | n/a | n/a | 2 years | 2 years | yes after 2 years | yes | |
| | | | | | staff | | | | | | | | | | | |
| | | Server | The Link | Information Officers | Allot officer | PC p/w access | Y | LOW | no | n/a | n/a | 2 years | 2 years | yes after 2 years | yes | |
| | | | | | staff | restricted access to office | | | | | | | | | | |
| | contact list | Server | The Link | Information Officers | Allot officer | PC p/w access | Y | LOW | no | n/a | n/a | 2 years | 2 years | yes after 2 years | yes | |
| | | | | | staff | restricted access to office | | | | | | | | | | |
| | Agendas/minutes | Server | The Link | Democratic Services Officer | Allot officer | PC p/w access | N | LOW | no | no | n/a | | | | | |
| | | Website | public area | public | public | PDF | N | LOW | no | no | no | 1 year | n/a | n/a | no | |
| | | Paper | e drive | Democratic Services Officer | Allot officer | restricted access to office | N | LOW | no | n/a | n/a | ad infinitum | 2 years | no | no | |
| | Meeting working papers | Server | The Link | Democratic Services Officer | Allot officer | PC p/w access | N | LOW | no | no | n/a | 2 years | 2 years | yes after 2 years | no | |
| | | Website | private members area | cllrs | cllrs | PDF | N | LOW | no | no | no | 1 year | n/a | n/a | no | |
| | | | | | | P/W to enter site | Y | MEDIUM | no | no | no | 2 years | 2 years | yes after 2 years | no | |
| | | | | | | Confidential - pink paper | | | | | | | | | | |
| | receipt books | Paper | front office | Information Officers | Allotment officer | restricted access to office | N | LOW | no | no | no | 2 years | 2 years | yes after 2 years | no | |
| | | | | Information Officers | Front office staff | | | | | | | | | | | |
| | | | | | Apprentice | | | | | | | | | | | |
| | Payment list (part of contact list) | e drive | The Link | Information Officers / RFO | Allot officer | PC p/w access | Y | VERY | no | n/a | n/a | 2 years | 2 years | yes after 2 years | yes | |
| | | | | | staff | restricted access to office | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| FACILITY USERS | | | | | | | | | | | | | | | | |
| block hire | form and T&C's | e drive | Venue Manager | Venue Manager | Venue Manager | PC p/w access | Y | LOW | no | n/a | n/a | 2 years | 2 years | yes after 2 years | yes | |
| | | | | | staff | restricted access to office | | | | | | | | | | |
| | | Paper | Venue Manager | Venue Manager | Venue Manager | folders on open shelving | Y | LOW | no | n/a | n/a | 2 years | 2 years | yes after 2 years | yes | |
| | | | | | staff | restricted access to office | | | | | | | | | | |
| | pre filled form | Server | Venue Manager | Venue Manager | Venue Manager | PC p/w access | Y | LOW | no | n/a | n/a | 2 years | 2 years | yes after 2 years | yes | Recommend deletig from system |
| teledebit/DD payments | payment request schedules | Paper | Venue Manager | Venue Manager | Venue Manager | folders on open shelving | Y | LOW | YES | NO | | 2 years | 2 years | yes after 2 years | yes | Sharing agreement to be put in place |
| | | | | | | restricted access to office | | | | | | | | | | |
| | | | | | | faxed through to bank | | | | | | | | | | |
| Accounts | invoices/statements | Barclay Web | e drive | CEO | CEO | PC p/w access | Y | MEDIUM | no | n/a | n/a | 2 years | 2 years | yes after 2 years | no | |
| | | Paper | filing cabinet | RFO | RFO | folders on open shelving | Y | MEDIUM | no | n/a | n/a | 2 years | 2 years | yes after 2 years | no | |
| Advertising/PR | schedules/advertising | Server | All staff PC access | Sales and Marketing Officer | Sales and Marketing Officer | PC p/w access | Y | MEDIUM | no | NO | n/a | 2 years | 2 years | yes after 2 years | no | |
| | PR/Events | Email | | Venue Manager | Venue Manager | | | | | | | | | | | |
| | | Server | TC Webpage | Venue Manager | Venue Manager | | Y | MEDIUM | no | NO | n/a | 2 years | 2 years | yes after 2 years | no | |
| | | | | web admin | web admin | | | | | | | | | | | |
| | Photographs | e drive | All staff | All staff | All staff | PC password protected | Y | MEDIUM | no | n/a | n/a | 2 years | 2 years | yes after 2 years | yes | |
| | | | Web admin PC | web admin | web admin | permission form signed | | | | | | | | | | |
| | | | | | | restricted access to office | | | | | | | | | | |
| Casual hire | form and T&C's | Server | Facility Manager | Venue Manager | Venue Manager | PC p/w access | Y | VERY | no | n/a | n/a | 1 year | 2 years | n/a | no | data policy acknowledgement on form |
| | | Paper | Facility Manager | Venue Manager | Venue Manager | folders on open shelving | Y | VERY | no | n/a | n/a | 2 years | 2 years | yes after 2 years | yes | |
| | | | | Sales and Marketing Officer | Sales and Marketing Officer | restricted access to office | | | | | | | | | | |
| | annual booking diary | Paper | Facility Manager | Venue Manager | Venue Manager | folders on open shelving | Y | LOW | no | n/a | n/a | 2 years | 2 years | yes after 2 years | no | |
| | | | | Admin Assistant | Admin Assistant | restricted access to office | | | | | | | | | | |
| | BACS payment reference list | Paper | RFO | RFO | RFO | folders on open shelving | N | LOW | no | n/a | n/a | 2 years | 2 years | yes after 2 years | no | |

| | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Admin Assistant | Admin Assistant | restricted access to office | | | | | | | | | | |
| | Cheque payments | Paper | Facility Manager | Venue Manager | Venue Manager | cheques in locked money tin | N | MEDIUM | no | n/a | n/a | until banked | n/a | n/a | no | |
| | | | | Office staff | Office staff | locked in filinging cabinet | | | | | | | | | | |
| | | | | | | restricted access to office | | | | | | | | | | |
| SAGE Software | Accounting (invoices/payments/age analysis) | Server | RFO | RFO | RFO | PC p/w access | Y | VERY | yes | no | | ad infinitum | no | no | yes | RBS program no delete facility. |
| | | | | | | Program p/w protected | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| SWANLEY PARK USERS | | | | | | | | | | | | | | | | |
| block hire | form and T&C's | Server | Park Manager | Park Manager | Park Manager | PC p/w access | Y | LOW | no | n/a | n/a | 2 years | 2 years | yes after 2 years | yes | |
| | | | | sales and marketting | sales and marketting | restricted access to office | | | | | | | | | | |
| | | Paper | Park Manager | Park Manager | Park Manager | folders on open shelving | Y | LOW | no | n/a | n/a | 2 years | 2 years | yes after 2 years | yes | |
| | | | | | sales and marketting | restricted access to office | | | | | | | | | | |
| teledebit/DD | payment request schedules | Paper | Park Manager | Park Manager | Park Manager | folders on open shelving | Y | MEDIUM | YES | NO | | 2 years | 2 years | yes after 2 years | yes | Sharing agreement to be put in place |
| | | | | RFO | RFO | restricted access to office | | | | | | | | | | |
| | | | | | | faxed through to bank | | | | | | | | | | |
| | teledebit/DD payments receipts | Paper | RFO | RFO | RFO | folders on open shelving | Y | MEDIUM | YES | NO | | 2 years | 2 years | yes after 2 years | yes | Sharing agreement to be put in place |
| | | | | Park Manager | Park Manager | restricted access to office | | | | | | | | | | |
| | | | | | | faxed through to bank | | | | | | | | | | |
| Accounts | invoices/statements | e drive limited access | RFO | RFO | RFO | PC p/w access | Y | MEDIUM | no | n/a | n/a | 2 years | 2 years | yes after 2 years | no | |
| | | Paper | RFO | RFO | RFO | folders on open shelving | Y | MEDIUM | no | n/a | n/a | 2 years | 2 years | yes after 2 years | no | |
| | | | | | | | | | | | | | | | | |
| Advertising/PR | schedules/advertising | | All staff PC access | sales and merketting | sales and marketting | PC p/w access | Y | LOW | no | n/a | n/a | 2 years | 2 years | yes after 2 years | no | |
| | PR/Events | e drive | | sales and merketting | sales and marketting | | | | | | | | | | | |
| | | e drive | TC Webpage | sales and merketting | sales and marketting | | Y | LOW | no | n/a | n/a | 2 years | 2 years | yes after 2 years | no | |
| | | | | web admin | web admin | | | | | | | | | | | |
| | Photographs | Email | Bookings officer PC | sales and merketting | sales and marketting | PC password protected | Y | MEDIUM | no | n/a | n/a | 2 years | 2 years | yes after 2 years | yes | |
| | | | Web admin PC | web admin | web admin | permission form signed | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Casual hire | form and T&C's | Server | Bookings officer PC | sales and marketing | sales and marketting | PC p/w access | Y | VERY | no | n/a | n/a | 1 year | 2 years | n/a | no | data policy acknowledgement on form |
| | | Paper | Bookings officer PC | sales and marketing | sales and marketting | folders on open shelving | Y | VERY | no | n/a | n/a | 2 years | 2 years | yes after 2 years | yes | |
| | | | | Office staff | Office staff | restricted access to office | | | | | | | | | | |
| | annual booking diary | Paper | Bookings officer PC | sales and marketing | sales and marketting | folders on open shelving | Y | LOW | no | n/a | n/a | 2 years | 2 years | yes after 2 years | no | |
| | | | | Office staff | Office staff | restricted access to office | | | | | | | | | | |
| | BACS payment reference list | Paper | RFO | RFO | RFO | folders on open shelving | N | LOW | no | n/a | n/a | 2 years | 2 years | yes after 2 years | no | |
| | | | | Office staff | Office staff | restricted access to office | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | Cheque payments | Paper | RFO | RFO | sales and marketting | cheques in locked money tin | N | MEDIUM | no | n/a | n/a | until banked | n/a | n/a | no | |
| | | | | Office staff | Office staff | locked in filinging cabinet | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| SAGE Software | Accounting (invoices/payments/age analysis) | Server | RFO | RFO | sales and marketting | PC p/w access | Y | VERY | yes | no | | ad infinitum | no | no | yes | RBS program no delete facility. |
| | | | RFO | RFO | YC Trust treasurer | Program p/w protected | | | | | | | | | | |
| | | | | Office staff | Office staff | restricted access to office | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| SWANLEY PARK CONCESSIONS | Contact details - Town Council | server | e drive restricted access | CEO | CEO | PC passworded | Y | LOW | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | RFO PC | Civic Manager | Civic Manager | document p/w | | | | | | | | | | |
| | | | | RFO | RFO | | | | | | | | | | | |
| | | paper | filing cabinet | CEO | CEO | under lock and key | Y | VERY | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | | Civic Manager | Civic Manager | restricted access to office | | | | | | | | | | |
| | | | | all staff | | | | | | | | | | | | |
| | | website | e drive | CEO | all staff | PC + website P/W protected | N | LOW | no | n/a | n/a | term of office | removed | n/a | | |
| | | | | Civic Manager | | | | | | | | | | | | |
| | | | | web admin | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | website | e drive | public | public | none | N | LOW | no | n/a | n/a | term of office | removed | n/a | no | |
| | Agendas/minutes | Server | e drive | CEO | CEO | PC p/w access | N | LOW | no | no | n/a | | | | | |
| | | | | | Civic Manager | | | | | | | | | | | |
| | | | | | RFO | | | | | | | | | | | |
| | | Website | public area | public | public | PDF | N | LOW | no | no | no | 1 year | n/a | n/a | no | |
| | | Paper | general office | CEO | Allot officer | restricted access to office | N | LOW | no | n/a | n/a | ad infinitum | 2 years | no | no | |
| | | | | Civic Manager | | | | | | | | | | | | |
| | | | | web admin | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | Meeting working papers | Server | e drive | CEO | CEO | restricted access to office | N | LOW | no | n/a | n/a | ad infinitum | 2 years | no | no | |
| | | | | Civic Manager | Treasurer | Confidential - pink paper | | | | | | | | | | |
| | | | | web admin | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | Website | web provider | RFO | RFO | PDF | Y | MEDIUM | no | no | no | 2 years | 2 years | yes after 2 years | no | |
| | | | | | | P/W to enter site | | | | | | | | | | |
| | | | | | | Confidential - pink ink | | | | | | | | | | |
| Contractors/suppliers | Contact and order details | Server | e drive restricted access | RFO | RFO | PC P/W protected | Y | MEDIUM | no | n/a | n/a | term of office | 4 years | yes after 2 years | yes | |
| | | | | RFO | RFO | | | | | | | | | | | |
| | | | | | all staff | | | | | | | | | | | |
| | | paper | filing cupboard/cabinet | all staff | all staff | under lock and key | Y | MEDIUM | no | n/a | n/a | term of office | 4 years | yes after 2 years | yes | |
| | Sharing agreement | Server | e drive restricted access | CEO | CEO | restricted access to office | N | LOW | no | n/a | n/a | ad infinitum | 2 years | no | no | |
| | | | | Civic Manager | Treasurer | Confidential - pink paper | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | paper | filing cupboard/cabinet | CEO | CEO | under lock and key | Y | MEDIUM | no | n/a | n/a | term of office | 4 years | yes after 2 years | yes | |
| | | | | Civic Manager | RFO | restricted access to office | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Financials | Annual accounts/return for Charity Commission | server | Treasurer PC (RFO) | Treasurer | RFO | restricted access to office | N | LOW | no | n/a | n/a | term of office | 4 years | yes after 2 years | yes | |
| | | | | | CEO | | | | | | | | | | | |
| | | | | | Trustees | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| MEDIA | Working paper file for each event | paper | PR/Events officer | CEO | PR/Events officer | Folder not under lock and key | N | LOW | NO | N/A | N/A | 2 years | yes | | | |
| FACEBOOK/WEBSITE | | | | PR/Events officer | CEO | PC p/w protected | | | | | | | | | | |
| PR/EVENTS | | | | | | | | | | | | | | | | |
| | Events | Website | public area | web admin | web admin | PDF | N | LOW | no | no | no | 1 year | n/a | n/a | no | |
| | Event advertising / leaflets | Paper | sales and marketting | sales and marketting | sales and marketting | Permission granted for pictures | Y | HIGH | YES | no | | 2 year | 3 year | 4 year | YES | |
| | | | | front office staff | front office staff | | | | | | | | | | | |
| | | | | printer | printer | | | | | | | | | | | |
| | | | | public | public | | | | | | | | | | | |
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| PLANNING | applications (notifications, decisions) | email | Democratic Services Officer | Senior Staff Group | Senior Staff Group | Info in public domain. | N | LOW | YES | N/A | N/A | lifetime of permission | 2 years | 2 years | no | |
| | | | | Office info team | Office info team | Sensitive information redacted at source | | | | | | | | | | |
| | | Website | public area | public | web admin | web admin | N | LOW | YES | no | no | 1 year | n/a | n/a | no | |
| | | | | | public | in public domain on MKC site | N | LOW | YES | no | no | 1 year | n/a | n/a | no | |
| | | | | members area | Councillors | password protected | N | LOW | YES | no | no | 1 year | n/a | n/a | no | |
| | | Paper | Democratic Services Officer | Civic Manager | Civic Manager | Sensitive information redacted at source | N | LOW | YES | no | no | 1 year | n/a | n/a | no | |
| | Neighbourhood Plan Interim Group | email | CEO | CEO | Civic Manager | PC password protected | N | LOW | YES | N/A | N/A | | 2 years | 2 years | no | |
| | | | | Office info team | Office info team | | | | | | | | | | | |
| TPAM | | Website | Members area | Councillors | attendees | password protected | N | LOW | YES | no | no | 1 year | n/a | n/a | no | |
| | | | | | Councillors | | | | | | | | | | | |
| | | Paper | Deputy Clerk | Civic Manager | Civic Manager | PC password protected | N | LOW | No | no | no | 2 year | n/a | n/a | no | |
| | | | | front office staff | front office staff | Restricted access to office | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| GENERAL CONTACTS | Information on MK Council officers | Email | e drive | All staff | All staff | PC's password protected | NO | LOW | NO | n/a | n/a | ad infinitum | no | no | no | |
| | Contacts for authority bodies in the parish | Verbal | | | | Restricted access to office | | | | | | | | | | |
| | Ward Councillors | Paper | | | | | | | | | | | | | | |
| | Contact details for stakeholder groups | | | | | | | | | | | | | | | |
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| CLOUD STORAGE | All documents on server | Outside providers | UK based companies | All staff | All staff | PC's password protected | NO | LOW | NO | n/a | n/a | ad infinitum | no | no | | |
| | Email | | restricted access to some | | | Restricted access to office | | | | | | | | | | |
| | Website | | | | | Members area | | | | | | | | | | |
| | | | | | | Documents P/W protected | YES | MEDIUM | YES | no | | | | | | |
| | | | | | | | | | | | | | | | | |
| PROPERTY | leases | email | CEO / Estates Manager | CEO / Estates Manager | CEO / Estates Manager | PC's password protected | N | LOW | YES | N/A | N/A | lifetime of permission | 2 years | 2 years | no | |
| | tenant references | | | Office info team | Office info team | Restricted access to office | | | | | | | | | | |
| | covenants | Paper | CEO / Estates Manager | CEO / Estates Manager | CEO / Estates Manager | under lock and key | N | LOW | YES | no | no | 1 year | n/a | n/a | no | |
| | shared land agreements | | | front office staff | front office staff | | | | | | | | | | | |
| | public rights of way | | | | | | | | | | | | | | | |
| | | Server | | | | | | | | | | | | | | |
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| PLACES FOR PEOPLE | Lease - service agreement | Server | Clerks PC | CEO | CEO | Clerks PC password protected | YES | HIGH | Yes | no | | duration of lease | end of lease | 2 years after lease end | Yes | |
| | (includes consession fee) | | | Civic Manager | Councillors | | | | | | | | | | | |
| | | | | RFO | | | | | | | | | | | | |
| | | paper | filing cabinet | CEO | CEO | under lock and key | Y | HIGH | yes | no | | duration of lease | end of lease | 2 years after lease end | Yes | |
| | | | | Civic Manager | Civic Manager | restricted access to office | | | | | | | | | | |
| | | | | RFO | | | | | | | | | | | | |
| | | Cllrs papers | website | councillors | councillors | pink paper and pink font colour | Y | HIGH | yes | no | | duration of lease | end of lease | 2 years after lease end | Yes | |
| | | | | CEO | CEO | Members area on website | | | | | | | | | | |
| | | | | Civic Manager | Civic Manager | Staff PC's password protected | | | | | | | | | | |
| | | | | Estates Manager | Estates Manager | | | | | | | | | | | |
| | | PFP Management | PFP office | PFP staff | PFP staff | Sharing agreement | Y | HIGH | yes | no | | duration of lease | end of lease | 2 years after lease end | Yes | |
| | | | | | | Expected that PFP will have anti viris | | | | | | | | | | |
| | | | | | | Expected that PFP will have security | | | | | | | | | | |
| | | | | | | Expected that PFP will have insurance | | | | | | | | | | |
| | Insurance on property (landlords) | Server | e draive restricted access | CEO | CEO | Clerks PC password protected | NO | LOW | Yes | no | | duration of lease | end of lease | 2 years after lease end | Yes | |
| | | | | Civic Manager | Councillors | | | | | | | | | | | |
| | | | | RFO | | | | | | | | | | | | |
| | | paper | filing cabinet | CEO | CEO | under lock and key | NO | LOW | yes | no | | duration of lease | end of lease | 2 years after lease end | Yes | |
| | | | | Civic Manager | Civic Manager | restricted access to office | | | | | | | | | | |
| | | | | RFO | | | | | | | | | | | | |
| | Pension details (TUPE staff) LGPS | desktop | e drive restricted access | CEO | CEO | PC passworded | Y | MEDIUM | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | | | S/A hard drive | Civic Manager | Civic Manager | document p/w | | | | | | | | | | |
| | | | | Finance officer | Finance officer | restricted access to office | | | | | | | | | | |
| | | paper | filing cabinet | Finance officer | Finance officer | restricted access to office | Y | MEDIUM | no | n/a | n/a | staff term | on staff leaving | yes after 2 years | yes | |
| | Complaints received by TC offices | email | e drive restricted access | All staff | all staff | PC passworded | Y | LOW | YES | YES | DC office | annual | 2 years | yes after 2 years | no | |
| | | Office/Walk ins | paper - filed in office | All staff | all staff | restricted access to office | Y | LOW | YES | YES | DC office | annual | 3 years | yes after 2 years | no | |
| | | Councillor email | Cllr PC office/home | Councillor | Councillor | PC passworded | N | LOW | NO | NO | NO | annual | 1 year | yes after 3 months | no | need to formulate olicy for handling |
| | | Cllr - Clerk email | Clerk PC | All staff | all staff | PC passworded | N | LOW | YES | YES | DC office | annual | 2 years | yes after 2 years | no | |
| | Agendas/minutes | e drive restricted access | CEO | CEO | CEO | PC p/w access | N | LOW | no | no | n/a | | | | | |
| | Sports and Recreation Stakeholders Group | | Park Managers | CEO / Parks Manager | CEO / Parks Manager | restricted access to office | | | | | | | | | | |
| | (Stakeholders Working Group) | | | Councillors | Councillors | pink paper and pink font colour | | | | | | | | | | |
| | | Website | public area | public | public | PDF | N | LOW | no | no | no | 1 year | n/a | n/a | no | |
| | | | | Stakeholder appointees | Stakeholder appointees | PDF | N | LOW | no | no | no | 1 year | n/a | n/a | no | |
| | | Paper | general office | RFO | RFO | restricted access to office | N | LOW | no | n/a | n/a | ad infinitum | 2 years | no | no | |
| | | | | CEO | CEO | | | | | | | | | | | |
| | | | | Councillors | Councillors | | | | | | | | | | | |
| | | | | public | public | | | | | | | | | | | |
| | | | | Stakeholder appointees | Stakeholder appointees | | | | | | | | | | | |
| | Meeting working papers | e drive | CEO | RFO | RFO | PC p/w access | N | LOW | no | no | n/a | 2 years | 2 years | yes after 2 years | no | |
| | | | DSO | DSO | DSO | restricted access to office | | | | | | | | | | |
| | | | | Councillors | Councillors | pink paper and pink font colour | | | | | | | | | | |
| | | Website | private members area | cllrs | cllrs | PDF | N | LOW | no | no | no | 1 year | n/a | n/a | no | |
| | | | | Stakeholder appointees | Stakeholder appointees | P/W to enter site | | | | | | | | | | |
| | | | | | | Confidential - pink paper | | | | | | | | | | |
| | Landlord Contractors - long term contracts | e drive restricted access | Clerks PC | CEO | CEO | e drive restricted access | N | LOW | no | no | | duration of lease | end of lease | 2 years after lease end | Yes | |
| | | | | Civic Manager | Civic Manager | | | | | | | | | | | |
| | | | | RFO | RFO | | | | | | | | | | | |
| | | paper | filing cabinet | CEO | CEO | under lock and key | N | LOW | no | no | | duration of lease | end of lease | 2 years after lease end | Yes | |
| | | | | Civic Manager | Civic Manager | restricted access to office | | | | | | | | | | |
| | | | | RFO | RFO | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| STAKEHOLDERS | leases | e drive | e drive | CEO | CEO | PC passworded | Y | MEDIUM | no | n/a | n/a | annual | 2 years | yes after 2 years | no | |
| | Block booking agreements | Email | | Civic Manager | Civic | restricted access to office | | | | | | | | | | |
| SNBR | tenancies | | | Finance officer | | Filed in designated folders | | | | | | | | | | |
| Sporting groups | service agreements | | | Property Officer | | emails PC password protected | | | | | | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Local school | shared land use agreements | paper | filing cupboard | CEO | all staff | restricted access to office | Y | MEDIUM | no | n/a | n/a | annual | 2 years | yes after 2 years | no | |
| Swanley Park Café | | | | Civic Manager | | | | | | | | | | | | |
| | | | | Finance officer | | | | | | | | | | | | |
| | | | | Property Officer | | | | | | | | | | | | |
| | | Cllrs papers | website | councillors | councillors | pink paper and pink font colour | Y | VERY | no | n/a | n/a | annual | 2 years | yes after 2 years | yes | |
| | | | | CEO | CEO | Members area on website | | | | | | | | | | |
| | | | | Deputy Clerk | Civic Manager | Staff PC's password protected | | | | | | | | | | |
| | | | | Estates and Facilities Manager | Estates and Facilities Manager | | | | | | | | | | | |
| | | | Home PC's | councillors | councillors | Cllrs need antiviris on personal PC's | Y | VERY | no | n/a | n/a | annual | 2 years | yes after 2 years | yes | |
| | | Stakeholder Reps | website | stakeholders | stakeholders | Members area on website | Y | VERY | no | n/a | n/a | annual | 2 years | yes after 2 years | yes | |
| | | | Home PC's | stakeholders | stakeholders | antiviris on personal PC's | | | | | | | | | | |
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| SHARING AGREEMENTS | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| will be populated once agreed | | | | | | | | | | | | | | | | |
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