

Bognor Regis Town Council

Data Mapping and Record of Processing Activities

Processing Activity	Purpose of Processing	Data Subjects	Personal Data Processed	Special Category Data	Source of Data	Legal Basis	Internal Access	External Recipients	Storage Location	Retention Period	Security Measures	UK Transfers Only?	Information Asset Owner
Councillor Administration	Support elected Members and democratic functions	Councillors	Name, address, email, telephone number, declarations of interest	None	Councillors	Public Task (Art.6(1)(e))	Council Staff	Arun District Council, Monitoring Officer, Public Website	Computers, Onedrive, Website, Paper Files	Current term	Access Controls	Yes	Town Clerk
Committee Administration	Manage meetings, agendas, minutes and attendance	Councillors, members of the public, officers	Names, contact details, representations submitted to committees	Occasionally health information within representations	Data subjects	Public Task	Council Staff and Members	Published on public website, with reports and personal data withheld where appropriate	Computers, Onedrive, Website, Paper Files	Permanent where part of council record	Access controls, secure filing	Yes	Town Clerk
Planning and Licensing Representations	Process comments on planning and licensing applications	Residents, applicants, consultees	Names, addresses, email addresses, representations	Occasionally special category information volunteered by individuals	Data subjects, Arun District Council	Public Task	Council Staff and Members	Arun District Council and referenced in agendas, reports and minutes with identifiable data removed	Computers, Onedrive, Website, Paper Files	Permanent where part of council record	Access controls	Yes	Town Clerk & Deputy Clerk
Grant Aid Applications	Assess and administer grants	Applicants, trustees, charity representatives	Names, addresses, emails, telephone numbers, bank details	Occasionally health or equality data supporting applications	Applicants	Public Task	Council Staff and Members	External auditors where required. Recipients publicised without personal data	Computers, Onedrive, Website, Financial systems	Financial records retained for 7 years. Permanent where part of council record	Access controls, restricted access to financial records	Yes	Town Clerk & Deputy Clerk
Events Management	Organise and administer council events	Attendees, performers, traders, volunteers	Contact details, booking information, emergency contacts	Medical information where required for event safety	Data subjects	Public Task	Events Team and Senior Management	Emergency services, contractors where necessary	Computers, Onedrive, Event Records	3 years after event unless required longer	Restricted access	Yes	Town Clerk & Events Manager
Markets Administration	Manage traders and market operations	Traders and applicants	Contact details, insurance details, vehicle registrations, payment records	None	Traders	Contract and Public Task	Events Team and Senior Management	Payment processors, insurers	Computers, Onedrive, Event Records	3 years after event unless required longer	Restricted access	Yes	Town Clerk & Events Manager
Allotment Management	Manage allotment tenancies	Allotment tenants	Names, addresses, emails, phone numbers, payment information	None	Tenants	Contract	Allotments Officer	None except auditors	Computers, Onedrive, Allotment Records	Tenancy plus 6 years	Access controls	Yes	Town Clerk & Allotments Officer
HR Administration	Employment management	Employees	Personnel records, payroll information, emergency contacts, qualifications	Health information, absence records, occupational health information	Employees	Contract, Legal Obligation	Town Clerk and Deputy Clerk	Payroll provider, pension provider, HMRC	Personnel Files, Computers, Onedrive,	6 years after employment ends	Restricted access	Yes	Town Clerk

Recruitment	Recruitment of employees	Job applicants	CVs, application forms, references, interview notes	Equality monitoring information where collected	Applicants	Legitimate Interests and Contract	Recruitment Panel	Recruitment service providers where used	Computers, Onedrive	1 year unsuccessful candidates; employment file for successful candidates	Restricted access	Yes	Town Clerk
Payroll and Pensions	Payment of staff	Employees	Bank details, salary information, NI numbers, tax information	None	Employees	Contract and Legal Obligation	Town Clerk and Deputy Clerk	HMRC, Pension Providers, Payroll Provider	Payroll Systems	7 years	Restricted access	Yes	Town Clerk
Community Warden Service	Delivery of community safety services	Residents, businesses, service users	Names, addresses, incident reports, contact details	Occasionally health or vulnerability information	Data subjects, partner agencies	Public Task	Wardens, Town Clerk and Deputy Clerk	Police, local authorities, support agencies, Warden Service Provider	Contractor systems and Council records	As defined by contract and retention schedule	Restricted access	Yes	Town Clerk
Mayor's Office and Civic Functions	Administration of civic events and correspondence	Guests, residents, organisations	Names, contact details, event attendance records	Dietary and accessibility requirements	Data subjects	Public Task	Civic Office Staff	Event venues where required	Computers, Onedrive	Current civic year plus 3 years	Restricted access	Yes	Town Clerk & Civic and Office Manager
Freedom of Information and Subject Access Requests	Respond to statutory requests	Requesters	Contact details, correspondence	Information may contain special category data depending on request	Requesters	Legal Obligation	Senior Management with other staff input where appropriate	ICO where necessary	Computers, Onedrive	3 years after closure	Restricted access	Yes	Town Clerk & Deputy Clerk
Complaints Handling	Investigate complaints	Complainants and subjects of complaints	Contact details, correspondence, investigation records	Occasionally health or other sensitive information	Data subjects	Public Task	Town Clerk and Deputy Clerk	External investigators where required	Computers, Onedrive	6 years after closure	Restricted access	Yes	Town Clerk
Finance and Procurement	Manage suppliers and council finances	Suppliers, contractors, customers	Contact details, bank details, invoices	None	Suppliers	Contract and Legal Obligation	Senior Management, with budgets provided to Event and Town Force Managers	Auditors, HMRC, payment providers	Financial Systems	7 years	Restricted access	Yes	Town Clerk
Contacts Database	Maintain stakeholder contacts	Residents, organisations, partners, businesses	Names, emails, phone numbers, organisation details	None	Data subjects	Legitimate Interests / Public Task	Council Staff	None unless authorised	Contacts Database	Until no longer required or consent withdrawn	Restricted access	Yes	Town Clerk
Website Enquiries	Respond to public enquiries	Residents and visitors	Names, contact details, enquiry details	Information volunteered by enquirer	Data subjects	Public Task	Council Staff	None unless required by law	Computers, Onedrive and Website	3 years	Access controls	Yes	Town Clerk
Insurance Claims	Manage claims and incidents	Claimants and witnesses	Contact details, incident reports, supporting evidence	Health information relating to claims	Claimants	Legal Obligation and Legitimate Interests	Town Clerk	Insurers, solicitors	Insurance Records	7 years after closure	Restricted access	Yes	Town Clerk

Data Flow Summary

1. Personal data is collected directly from individuals through forms, emails, telephone calls, website submissions, applications and contractual arrangements.
2. Data is stored within secure council systems, approved contractor systems and limited paper records held at the Town Hall.
3. Access is restricted to authorised officers and Members where required for the performance of council functions.
4. Information is shared only where there is a lawful basis, including with auditors, regulators, contractors, payroll providers, pension providers, police, local authorities and insurers.

5. Data is retained in accordance with the Council's Retention and Disposal Schedule.

6. Personal data is not routinely transferred outside the United Kingdom.

7. Processing activities are reviewed periodically through DPIAs, LIAs, privacy notices and policy reviews.

Last Reviewed: - August 2026