

DATA PROTECTION - INFORMATION AUDIT

Parish Council: Caistor St Edmund and Bixley Parish Council

Document	Personal Detail Held	Purpose	How it is held	Legal Basis	Shared With	Purpose of Sharing	Privacy Notice Issue date	Length of Time to be Held
Personnel - Parish Clerk								
Contract	Contractual detail including application and appraisals.	Contractual	Electronically / hard copy	Article 6(1)(b) UK GDPR - Contract	Parish Council members	Annual appraisal	Issued March 2018 and regularly reviewed	12 months following termination
CV	Address, e-mail, contact numbers and other personal data	Contractual	Electronically / hard copy	Article 6(1)(b) UK GDPR - Contract	Parish Council members	Recruitment	As above	6 months from termination of employment
References	Address, e-mail, contact numbers	Contractual	Electronically / hard copy	Article 6(1)(b) UK GDPR - Contract	Parish Council members, insurer if applicable	Recruitment	As above	7 months from termination of employment
Payroll & pension	Address, national insurance number, tax codes, accounts, bank details and PAYE references	PAYE, pension contributions	Electronically on PAYE system & online banking. Electronically & hard copy with pension provider.	Article 6(1)(c) UK GDPR - Legal obligation	HMRC PAYE, Nest pension fund & internal auditor.	Payment of salaries	As above	7 years from termination of contract
Time sheets	Address, e-mail, rates of pay	Contractual, audit trail	Electronically / hard copy	Article 6(1)(b) UK GDPR - Contract	Parish Council members and internal/external auditor	Audit trail	As above	Last completed audit year
Contact List	Address, e-mail, contact numbers	Reference	Electronically, hard copy and website	Article 6(1)(e) UK GDPR - Public Task	Parish Council and public	Contact List	As above	When superseded by new version
Personnel - Councillors								
References, statement of interest	Address, e-mail, contact numbers	Contractual	Electronically / hard copy	Article 6(1)(e) UK GDPR - Public Task	Parish Council and public	Council business	As above	7 months from termination of position as Parish Councillor
Declaration of Interests	Pecuniary and other interests	Legal requirement	Hard copy and electronically at District Council	Article 6(1)(e) UK GDPR - Public Task	District Council & members of public via District Council website	Legal obligation	As above	Parish Council to destroy when Councillor leaves Parish Council
Application for co-option	Contact details	Reference	Electronically / hard copy	Article 6(1)(e) UK GDPR - Public Task	Parish Council	Council business	As above	3 months after vacancy is filled
Contact list	Address, email, contact numbers	Reference	Electronically, hard copy & website	Article 6(1)(e) UK GDPR - Public Task	Website and other members of the Parish Council	Reference point	As above	When superseded by update
Members of the public/parishioners								
Electoral Register	Names, addresses	Reference	Electronic copy and possible hard copy	Article 6(1)(c) UK GDPR - Legal obligation	NOT SHARED	n/a	District Council responsibility	When superseded by update
Enquiries from the public	Contact details	To request or pass on information	Electronic copy and possible hard copy	Article 6(1)(e) UK GDPR - Public Task	Other members of Parish Council if needed or other authorities (with permission)	Council business	Informed information is on Council website	Destroy once matter has been dealt with unless it needs keeping for historical purposes
Emergency plan	Names, addresses, contact numbers	Reference	Hard copy and electronically by Parish Clerk and District Council	Article 6(1)(e) UK GDPR - Public Task	Other members of Parish Council if needed	Reference point in case of emergency	District Council	When superseded by update
Grant applications	Names, addresses, contact numbers/details	Council business	Electronic copy and possible hard copy	Article 6(1)(e) UK GDPR - Public Task	Internal auditor, other members of parish Council if needed	Council business	Informed information is on Council website	7 years if granted, 1 year if not
Planning applications	Names, addresses	To contribute as a consultee to the planning process	Hard copy and electronically by Parish Clerk, District Council and The Broads Authority	Article 6(1)(e) UK GDPR - Public Task	Other members of Parish Council	Council business	District Council / The Broads Authority	Destroy once application has been dealt with
Contractor services								
Contract, quotes, invoices	Name, address, contact details, bank details	Contractual	Electronically / hard copy. Bank details are stored within the inline banking system.	Article 6(1)(b) UK GDPR - Contract	Parish Council members	Council business	Informed information is on Council website	7 years