

Inventory of Personal Data Captured, Stored and Processed by A Typical Small Parish Council / Community Council

Inventory assembled on 14/02/2023 and agreed at Full Council Meeting March 2023

1. What Personal Data Do We Hold?		2. Lawful basis for holding personal data					3. Consent	4. Sharing Personal Data	5. Our internal processes					6. Action Needed
To whom does it relate?	What Data is it?	Including Sensitive Data?	What is it for?	Why do we have it?	Are we legally obliged to hold this data? NOTE: If we are legally obliged to hold it, no consent is needed.	Have we got a contract or privacy notice relating to the data subject?	If we have a contract with the data subject, does it demonstrate all necessary consents?	With whom do we share this data? LIST THEM ALL	Who is responsible for keeping this data?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
Staff														
	Contract	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers / Personnel Committee	Responsible Finance Officer	On appointment and on review	Duration of Employment plus 6 years	Office 365 (Cloud) / Safe	Password/ Lock & key	
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company	Responsible Finance Officer	Monthly	Duration of Employment plus 6 years	Laptop/Safe	Password/ Lock & key	
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Our Bank; Payroll company	Responsible Finance Officer	Duration of Employment	Duration of Employment plus 6 years	Laptop/Safe	Password/ Lock & key	
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; payroll company; Pension Fund Managers; H	Responsible Finance Officer	Duration of Employment	Duration of Employment plus 6 years	Laptop/Safe	Password/ Lock & key	
	Leave forms	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers	Responsible Finance Officer	Yearly	Duration of Employment plus 6 years	Laptop/Safe	Password/ Lock & key	
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes	Personnel Committee	RFO and Clerk	As required	duration of employment	Locked Cupboard	lock and key	
	Performance Plans	Yes	HR	Employment	No	Yes	Yes	Personnel Committee	RFO and Clerk	As required	duration of employment	Locked Cupboard	lock and key	
Councillors														
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/Locked Cupboard	Password/ Lock & key	
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/Locked Cupboard	Password/ Lock & key	
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/Locked Cupboard	Password/ Lock & key	
Contractors /Suppliers, where we hold personal data of a natural person (not the data of a limited company or of another council)														
	Contract details	No	Business	Contract	No	Contract	Yes	External Professional Advisers	Clerk	When Appointed	See document Retention Policy	Laptop (Cloud, office 365)	Password/ Lock & key	Clerk must compile a List of ALL of the contracts, which involve our holding any 'personal data'
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/Locked Cupboard	Password/ Lock & key	
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/Locked Cupboard	Password/ Lock & key	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/Locked Cupboard	Password/ Lock & key	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/Locked Cupboard	Password/ Lock & key	
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/Safe	Password/ Lock & key	
	References	No	Business	Contract	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/Safe	Password/ Lock & key	
Residents														
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	Clerk	On receipt	1 year	Laptop/Locked Cupboard	None required	
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/Locked Cupboard	Password/ Lock & key	
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	2 years	Laptop/Locked Cupboard	Password/ Lock & key	
	General Correspondence from MPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/Locked Cupboard	Password/ Lock & key	
Community Organisations														
	Email Addresses	No	Democracy	Contract	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See document Retention Policy	Laptop/Locked Cupboard	Password/ Lock & key	
	Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	See document Retention Policy	Laptop/Locked Cupboard	Password/ Lock & key	
	Nominations of external committee members	No	Democracy	Contract	No	Privacy Notice	No contract	Names become Public Knowledge, other data is confidential	Clerk	Annually	See document Retention Policy	Laptop/Locked Cupboard	Password/ Lock & key	
Planning														
	Objections	No	Democracy	We are consulted on applications.	Yes	Not applicable	No contract	Our objection or approval is a public document	Clerk	On receipt	1 year	Laptop/Locked Cupboard	None required	
General Contacts														
	Email Addresses	Yes	Democracy	Contract	Yes	Privacy Notice	Not applicable	Nobody without consent	Clerk	On raising	See document Retention Policy	Laptop/Locked Cupboard	Password/ Lock & key	

Council Profile	Small Parish Council
	Councillor 5
	Staff 2 Clerk and Assistant Clerk

* The safe is Fire Proof