

Inventory of Data Captured, Stored and Processed by Audley Rural Parish Council

Inventory assembled on 29/11/2018 and Last updated on 01/01/26

Note for Users: Don't just copy it; think about each box and what is factually correct in your council. These schedules are indicative of council activity. If your Council carries out activities not listed you will need to add those activities and consider the same headings for each

1. What Personal Data Do We Hold?		2. Lawful basis for holding personal data				3. Consent	
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?
Staff							
	Employment contracts	Yes	HR	It is a contract	No	Contract	Yes
	Leave/sickness record	No	HR	Employment Purposes	No	Yes	Yes
	Discipline/Grievance record	Yes	HR	Employment	No	Yes	Yes
	Next of Kin details	Yes	HR	Employment	No	Yes	Yes
	Accident/Injury record	No	HR	H&S	Yes	Contract	Yes
	Pension details	Yes	HR	Legislative requirement		Not required	Not applicable
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable
	Contact details	Yes	HR	Employment	No	Yes	Yes
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes
	Job applications (unsuccessful applicants)	Yes	HR	Employment	No	Yes	Yes
	Job applications/references (successful applicants)	Yes	HR	Employment	No	Yes	Yes
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes
	Performance Plans	Yes	HR	Employment	No	Yes	Yes
Councillors	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Yes
	Personal contact details	No	Democracy	legislative requirement	Yes	Not required	Yes
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Yes
Contractors/Suppliers							
	Contact details	No	Business	Contact	No	Contract	Yes
	Invoices	No	Business	Payment	No	Contract	Yes
	purchase orders		business	Purchasing			
	Quotations	No	Business	Purchasing	No	Contract	Yes
	Bank Account details	No	Business	Payment	No	Contract	Yes
	Insurance	No	Business	Contract	No	Contract	Yes
	References	No	Business	Contact	No	Contract	Yes
Residents	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract
	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract
	CCTV footage	Yes	Security of council premises/AS	Service to Community/Security of assets	No	Privacy Notice	No contract but Privacy Impact As
Community Organisations							
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No Contract
	Grant Application Forms	Perhaps	Democracy	Service to Community	No	Privacy Notice	No Contract
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No Contract
Allotments							
	Waiting list	No	Business	Allocation	No	Privacy Notice	No Contract
	Tenant Contact Details	No	Property records	Contact	No	Tenancy Agreement	Yes
	Tenancy Agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes
Civic Lists/Events							
	Contact details		Civic events	Invitations	No	Privacy Notice	No Contract
Planning							
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract
Property							
	Leases/licenses (Leddys Field/Queen Street/Bowling Club)	No	Property	Council function	No	Public Document	Yes
	Tenant Contact Details	No	Democracy	Contact	No	Contract	Yes
	Covenants	No	Property	Council function	No	Public Document	Yes
	Public rights of way	No	Property	Council function	No	Public Document	Yes
	Service level agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes
General Contacts							
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable

Council Profile	Large Parish Council
	Councillors 15
	Staff 1 Clerk
	Electorate 8000
	Precept 227000
	Allotments x 2, Bowling Club, Wildlife areas x 3
	Seats, Bus shelters, CCTV, play areas x 9
	Queen Street play area on long lease
	4 car parks

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1. What Personal Data Do We Hold?		4. Sharing Personal Data		5. Our internal processes				6. Action Needed	
To whom does it relate?	What Data is it?	Including Sensitive Data?	With whom do we share this data? LIST THEM ALL	Who is responsible for keeping it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
Staff									
	Employment contracts	Yes	External Professional Advisers	Clerk	On appointment	Duration of Employment plus 6 years	Server	password	
	Leave/sickness record	No	External Professional Advisers; HMRC; payroll company	Finance Officer	Weekly	last financial year	Open shelf	No	Yes - secure location
	Discipline/Grievance record	Yes	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Server	password	
	Next of Kin details	Yes		Clerk	As required	duration of employment	Server	password	
	Accident/Injury record	No	External Professional Advisers	Clerk	As required	doc retention policy	Open shelf		
	Pension details	Yes	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Filing cabinet	lock and key	
	PAYE	No	External Professional Advisers; HMRC; payroll company	Finance Officer	monthly	duration of employment	Filing cabinet	lock and key	
	Contact details	Yes	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Server	password	
	Bank details	No	Our Bank Payroll Company	Finance Officer	Monthly	duration of employment	Payroll software	password	
	Job applications (unsuccessful applicants)	Yes		Clerk	On application	until appointment made	Filing cabinet	lock and key	
	Job applications/references (successful applicants)	Yes		Clerk	On appointment	duration of employment	Filing cabinet	lock and key	
	Staff Appraisals	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key	
	Performance Plans	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key	
Councillors	Declarations of Interest	Yes	This is Public Knowledge	All Staff	At election	term of office	website	no	
	Personal contact details	No	This is Public Knowledge	All staff	At election	term of office	Server	password	
	Email Addresses	No	This is Public Knowledge	All staff	At election	term of office	Notice boards	no	
Contractors/Suppliers									
	Contact details	No	External Professional Advisers	Finance Officer	When appointed	2 years from last contract	Accounts software	password	
	Invoices	No	Public inspection on audit	Finance officer	On payment	doc retention policy	Accounts software	password	
	purchase orders			All staff	On raising	doc retention policy	Files	no	
	Quotations	No	Public inspection on audit	All staff	On raising	doc retention policy	Files	no	
	Bank Account details	No	Our Bank	Finance Officer	On payment	doc retention policy	Server	password	
	Insurance	No	External professional advisers	Clerk	On appointment	doc retention policy	Server	password	
	References	No	External professional advisers	Clerk	On appointment	doc retention policy	Server	password	
Residents	Complaints	Sometimes	External professional advisers	All staff	On receipt	1 year	Server	password	
	Freedom of Information requests	No	External Professional Advisers	Clerk	On receipt	doc retention policy	Server	password	
	General Correspondence from MOPs	Perhaps	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/filing Cabinet	Password/ Lock & key	
	Electoral Register	No	Public Document required by law, which we choose to hold.	All staff	On receipt	1 year	Server	password	
	CCTV footage	Yes	Police and CCTV Contractor only	Stored on CCTV, Accessed by Police	When required by Police	30 Days (deletes every 30)	Camera memory	password	
Community Organisations									
	Email Addresses	No	Nobody without consent	All staff	Annually	2 years	Server	password	
	Grant Application Forms	Perhaps	External Professional Advisers	All staff	Annually	2 years	Server	password	
	Nominations of external committee members	No	Names become Public Knowledge, other data is confidential	All Staff	On appointment	See document Retention Policy	Server	password	
Allotments									
	Waiting list	No	Nobody without consent	Finance Officer	Monthly	Until plot available	Server	password	
	Tenant Contact Details	No	Allotments Association and its members	Finance Officer	Monthly	indefinite	Server	password	
	Tenancy Agreements	No	Allotments Association and its members	Finance Officer	Annually	until plot relinquished	Server	password	
Civic Lists/Events									
	Contact details		Nobody without consent	Civic Officer	Annually	2 years	Server	password	
Planning									
	Objections	No	Our objection or approval is a public document	Democratic Officer	On receipt	1 year	Server	password	
Property									
	Leases/licenses (Leddys Field/Queen Street/Bowling Club)	No	Public Document registered at Land Registry	Clerk	Annually	indefinitely	Server	password	
	Tenant Contact Details	No	External Professional Advisers	Finance Officer	Annually	See document Retention Policy	Filing cabinet	lock and key	
	Covenants	No	Public Document registered at Land Registry	Civic Officer	Annually	See document Retention Policy	Files	no	protection needed
	Public rights of way	No	Public Document registered at Land Registry	Democratic Officer	Annually	See document Retention Policy	Files	lock and key	
	Service level agreements	No	External Professional Advisers	Director	Annually	See document Retention Policy	Files	lock and key	
General Contacts									
	Email Addresses	Yes	Any reasonable request	All staff	Annually	1 year	Server	password	

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	Precept 227000
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