

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

Inventory assembled on DD/MM/2018 and Last updated on DD/MM/20XX

To whom does it relate?	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
	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	Clerk	On appointment and on review	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key			
PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company	Clerk	Monthly	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key			
Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Our Bank; Payroll company	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key			
Person details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; payroll company; Pension Fund Managers; HMRC	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key			
Leave Form	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers	Clerk	Yearly	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key			
Staff Appraisals	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key			
Performance Plans	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	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/Filing Cabinet	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/Filing Cabinet	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/Filing Cabinet	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/Filing Cabinet	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/Filing Cabinet	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/Filing Cabinet	Password/ Lock & key			
Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key			
Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key			
Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key			
References	No	Business	Contract	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/Filing Cabinet	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/Filing Cabinet	None required			
Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/Filing Cabinet	Password/ Lock & key			
Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	2 years	Laptop/Filing Cabinet	Password/ Lock & key			
General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/Filing Cabinet	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/Filing Cabinet	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/Filing Cabinet	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/Filing Cabinet	Password/ Lock & key			
Planning															
Objections	No	Democracy	We are consulted on applications	Yes	#REF!	No contract	Our objection or approval is a public document	Clerk	On receipt	1 year	Laptop/Filing Cabinet	None required			
Foundry Court															
Legal Agreements	No	Property Records	Recreation function	No	Contract	Yes	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key			
Lease for Village Hall	No	Property Records	Property Records	No	Contract	Yes	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key			
General Contacts															
Email Addresses	Yes	Democracy	Contract	Yes	Privacy Notice	Not applicable	#REF!	Clerk	On raising	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key			

Council Profile	Small Parish Council
	Councillor 7
	Staff 1 Clerk Part time