

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?	Sensitive Data?	What is it for?	Why do we have it?	Are we legally obliged to hold this data?	Have we a contract or privacy notice?	Contract demonstrates all necessary consents?	Shared With?	Keeper	Frequency Checked	Retention Period	Where is it held?	Protection?	Action needed
Staff														
	Contract	Yes	HR	Record of contractual agreement	Yes	Contract	Yes	External Professional Advisors where required	Clerk	On appointment and on review	Duration of Employment plus 6 years	PC/Filing Cabinet	Password/Key	
	PAYE	Yes	HR	legislative requirement	Yes	N/A	N/A	HMRC	Clerk	Monthly	Duration of Employment plus 6 years	PC/Filing Cabinet	Password/Key	
	Bank details	No	HR	To pay Staff Salaries	No	Contract	Yes	Bank	Clerk	Duration of Employment	Duration of Employment plus 6 years	PC/Filing Cabinet	Password/Key	
	Pension details	Yes	HR	Legislative purposes	Yes	N/A	N/A	NPF HMRC	Clerk	Duration of Employment	Duration of Employment plus 6 years	PC/Filing Cabinet	Password/Key	
	Leave forms	No	HR	Internal records	No	Contract	N/A	Talent HR Software	Clerk	Duration of Employment	Duration of Employment plus 6 years	Talent HR Software	Password	
	Self Certification, Fit Notes and other medical records	Yes	HR	Employment Purposes	No	Contract	Yes	N/A	Clerk	Yearly	Duration of Employment plus 6 years	Filing Cabinet	Password/Key	
	Appraisals	Yes	HR	Employment	No	Contract	Yes		Clerk	As needed	Duration of	PC/Filing Cabinet	Password/Key	
Councillors														
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	N/R	N/A	This is public knowledge	Clerk	At Election - request cllrs review annually	Term of Office	PC/Filing Cabinet		
	Personal Contact Details	No	Democracy	legislative requirement	Yes	N/R	N/A	N/A	Clerk	At Election	Term of Office	PC/Filing Cabinet		
	Council Email Addresses	No	Democracy	legislative requirement	Yes	N/R	N/A	Transparency	Clerk	At Election	Term of Office	PC/Filing Cabinet		
Contractors /Suppliers where we hold personal data of a natural person (not the data of a limited company or of another council)														
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisors	Clerk	When Appointed	See document Retention Policy	PC/Filing Cabinet	Password	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Finance Officer	On raising	See document Retention Policy	PC/Filing Cabinet	Password	
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Finance Officer	On raising	See document Retention Policy	PC/Filing Cabinet	Password	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Finance Officer	On raising	See document Retention Policy	PC/Filing Cabinet	Password	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank	Finance Officer	On raising	See document Retention Policy	PC/Filing Cabinet	Password	
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Finance Officer	On appointment	See document Retention Policy	PC/Filing Cabinet	Password	
	References	No	Business	Contact	No	Contract	Yes	External professional advisers	Finance Officer	On appointment	See document Retention Policy	PC/Filing Cabinet	Password	
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	PC/Filing Cabinet	Password	
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Principal Councils	Clerk	On receipt	1 year	PC/Filing Cabinet	Password	
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisors	Clerk	On receipt	2 years	PC/Filing Cabinet	Password	
	General Correspondence from MOP's	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Principal Councils	Clerk	On receipt	1 year	PC/Filing Cabinet	Password	
Community Organisations														
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt		See Document Retention Policy	PC/Filing Cabinet	Password
	Grant Application Forms	Perhaps	Democracy	Service to Community	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt		See Document Retention Policy	PC/Filing Cabinet	Password
	Bank Account details	No	Democracy	Payment	No	Contract	Yes	Our Bank	Finance Officer	On raising		See Document Retention Policy	PC/Filing Cabinet	Password
Planning														
	Objections	No	Democracy	Consultation	Yes	Public Document	No contract	Public document	Clerk	On receipt	1 year	Desktop	None required	
Property														
	Leases/licenses	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	indefinitely	Server	password	
General Contacts														
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	All staff	Annually	1 year	Server	password	
Allotments														
	Waiting list	No	Business	Allocation	No	Privacy Notice	No Contract	Nobody	Clerk	Monthly	Until plot available	PC/Filing Cabinet	Password / Key	
	Tenant Contact Details	No	Property records	Contact	No	Tenancy Agreement	Yes	Nobody	Clerk	Monthly	Indefinite	PC/Filing Cabinet	Password / Key	
	Tenancy Agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	Nobody	Clerk	Annually	Indefinite	PC/Filing Cabinet	Password / Key	
Cemetery														
	Record of Burials	No	legal	Legislative requirement	Yes	Not applicable	Not applicable	Public document required by law	Clerk	On purchase	indefinite	PC/Filing Cabinet	Password / Key	
	Purchased Graves	Sometimes	legal	Legislative requirement	Yes	Contract	Yes	Any reasonable request	Clerk	On purchase	indefinite	PC/Filing Cabinet	Password / Key	
	Contact details of Next of Kin	No	Cemetery Functions	Contact	No	Privacy Notice	Yes	Nobody without consent	Clerk	On purchase	indefinite	PC/Filing Cabinet	Password / Key	
	Contact details of known Undertakers	No	Cemetery Functions	Contact	No	Privacy Notice	Not applicable	Bereaved families	Clerk	On purchase	indefinite	PC/Filing Cabinet	Password / Key	
Farmers Market														
	Trader Contact Details	No	To provide a market	Contract	No	Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Clerk	Annually	1 year	PC/Filing Cabinet	password	
	Trader Agreements	No	To provide a market	Contract	No	Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Clerk	Annually	2 year	PC/Filing Cabinet	password	

	Traders Records Pat testing insurances food hygiene etc.	No	To provide a market	Legislative requirement	No	Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Clerk	Annually	3 year	PC/Filing Cabinet	password	
	Waiting List	No	Business	Contact	No	Privacy Notice	Yes	Nobody without consent	Clerk	Annually	1 year	PC/Filing Cabinet	password	
Events Committee														
	Personal Contact Details	No	Democracy	Council Function	Yes	N/R	N/A	Nobody without consent	Office Manager	Annually	Term of Office	PC/Filing Cabinet		
	Email Addresses	No	Democracy	Council Function	Yes	N/R	N/A	Nobody without consent	Office Manager	Annually	Term of Office	PC/Filing Cabinet		
Cittaslow Committee														
	Personal Contact Details	No	Democracy	Council Function	Yes	N/R	N/A	Nobody without consent	Clerk	Annually	Term of Office	PC		
	Email Addresses	No	Democracy	Council Function	Yes	N/R	N/A	Nobody without consent	Clerk	Annually	Term of Office	PC		
Neighbourhood Plan														
	Personal Contact Details	No	Democracy	Council Function	Yes	N/R	N/A	Nobody without consent	Clerk	Annually	Term of Office	PC/Filing Cabinet		
Christmas Lights														
	Personal Contact Details	No	Democracy	Council Function	Yes	N/R	N/A	Nobody without consent	Clerk	Annually	Term of Office	PC		
	Email Addresses	No	Democracy	Council Function	Yes	N/R	N/A	Nobody without consent	Clerk	Annually	Term of Office	PC		
General Market														
	Trader Contact Details	No	To provide a market	Contract	No	Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Clerk	Annually	1 year	PC/Filing Cabinet	password	
	Trader Agreements	No	To provide a market	Contract	No	Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Clerk	Annually	2 year	PC/Filing Cabinet	password	
	Traders Records Pat testing insurances food hygiene etc.	No	To provide a market	Legislative requirement	No	Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Clerk	Annually	3 year	PC/Filing Cabinet	password	
	Waiting List	No	Business	Contact	No	Privacy Notice	Yes	Nobody without consent	Clerk	Annually	1 year	PC/Filing Cabinet	password	
QE2 Trust														
	Personal Contact Details	Yes Under 18	Grants	Charitable	Yes	N/R	N/A	Charity Trustees	Clerk	Annually	Six Years after grant	PC/Filing Cabinet	Password/Key	
	Email Addresses	Yes Under 18	Grants	Charitable	Yes	N/R	N/A	Charity Trustees	Clerk	Annually	Six Years after grant	PC/Filing Cabinet	Password/Key	
	Financial Details	Yes Under 18	Grants	Charitable	Yes	N/R	N/A	Charity Trustees	Clerk	Annually	Six Years after grant	PC/Filing Cabinet	Password/Key	
	Unsuccessful Applications	Yes Under 18	Grants	Charitable	Yes	N/R	N/A	Charity Trustees	Clerk	Annually	six months after refusal	PC/Filing Cabinet	Password/Key	
Events Data														
	Personal Contact Details	No	Organising Events	Council Function	No	Privacy Notice	N/A	Nobody without consent	Events/Admin	Annually	Whilst Valid	PC/Filing Cabinet	Password/Key	
Archives Existing	Local/historical information	No	Information	Information	No	N/A	N/A	Publically Available	Archives	Ongoing	Indefinite	PC/Filing Cabinet	Yes	Local Government (Records) Act 1962
Archives New	Local/historical information	No	Information	Information	No	Privacy Notice	Yes	Publically Available	Archives	Ongoing	Indefinite	PC/Filing Cabinet	Yes	Local Government (Records) Act 1962
Hirers	Contact Details	Yes	Hall Hire	Hire agreement		Privacy Notice		Nobody without consent	Administrator	Monthly	see doc retention policy	PC/Filing Cabinet	Password	

Booking Forms	Yes	Hall Hire	Hire agreement		Privacy Notice		Nobody without consent	Administrator	Monthly	see doc retention policy	PC/Filing Cabinet	Password	
Key register	Yes	Hall Hire	Hire agreement		Privacy Notice		Nobody without consent	Administrator	Monthly	see doc retention policy	PC/Filing Cabinet	Password	
Booking Diary	Yes	Hall Hire	to list bookings		Privacy Notice		Nobody without consent	Administrator	Monthly	see doc retention policy	PC/Filing Cabinet	Password	
Invoicing	Yes	Hall Hire	Hire agreement		Privacy Notice		Nobody without consent	Administrator	Monthly	see doc retention policy	PC/Filing Cabinet	Password	

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