

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal Data		
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?
Staff					
	Contract	Yes	HR	It's a contract	Yes
	PAYE	Yes	HR	legislative require	Yes
	Bank details	No	HR	To pay Staff Salar	No
	Pension details	Yes	HR	Legislative purpo	Yes
	Leave Form	No	HR	Employment Pur	No
	Appraisals	Yes	HR	Employment	No
Councillors					
	Declarations of	Yes	Democracy	legislative require	Yes
	Personal Conta	No	Democracy	legislative require	Yes
	Email Adresse	No	Democracy	legislative require	Yes
Contractors /Suppliers where we hold personal data of a natural person (not the data of a limit					
	Contact details	No	Business	Contact	No
	Invoices	No	Business	Payment	No
	Purchase order	No	Business	Purchasing	No
	Quotations	No	Business	Purchasing	No
	Bank Account d	No	Business	Payment	No
	Insurance	No	Business	Contract	No
	References	No	Business	Contact	No
Residents					
	Electoral Regis	No	Democracy	Democracy	No
	Complaints	Sometimes	Democracy	Democracy	No
	Freedom of Inf	No	Democracy	Democracy	Yes
	General Corres	Sometimes	Democracy	Democracy	No
Community Organisations					
	Email Adresse	No	Democracy	Contact	No
	Grant Applicati	Perhaps	Democracy	Service to Comm	No
	Bank Account d	No	Democracy	Payment	No
Planning					
	Objections	No	Democracy	Consultation	Yes
Property					
	Leases/ licenses	No	Property	Council function	No
General Contacts					
	Email Adresse	Yes	Democracy	Contact	Yes
Allotments					

	Waiting list	No	Business	Allocation	No
	Tenant Contact	No	Property re	Contact	No
	Tenancy Agree	No	Property re	Service to Comm	No
Cemetery					
	Record of Buria	No	legal	Legislative requir	Yes
	Purchased Gray	Sometimes	legal	Contract	No
	Contact details	No	Cemetery F	Contract	No
Farmers Market					
	Trader Contact Details	No	To provide a market	Contract	No
	Trader Agreements	No	To provide a market	Contract	No
	Traders Records Pat testing insurances food hygiene etc.	No	To provide a market	Legislative requirement	No
	Waiting List	No	Business	Contact	No
Events Committee					
	Personal Conta	No	Democracy	Council Function	Yes
	Email Address	No	Democracy	Council Function	Yes

Cittaslow Committee					
	Personal Contact	No	Democracy	Council Function	Yes
	Email Address	No	Democracy	Council Function	Yes
Neighbourhood Plan					
	Personal Contact	No	Democracy	Council Function	Yes
Christmas Lights					
	Personal Contact	No	Democracy	Council Function	Yes
	Email Address	No	Democracy	Council Function	Yes
General Market					
	Trader Contact Details	No	To provide a market	Contract	No
	Trader Agreements	No	To provide a market	Contract	No
	Traders Records Pat testing insurances food hygiene etc.	No	To provide a market	Legislative requirement	No
	Waiting List	No	Business	Contact	No
QE2 Trust					
	Personal Contact	Yes Under 18	Grants	Charitable	Yes

	Email Address	Yes Under 18	Grants	Charitable	Yes
	Financial Detail	Yes Under 18	Grants	Charitable	Yes
	Unsuccessful Ap	Yes Under 18	Grants	Charitable	Yes
Events Data					
	Personal Conta	No	Organising	Council Function	No
Parking Permits					
	Personal Conta	No	Parking	Council Function	Yes
	E-mail Address	No	Parking	Council Function	Yes
	Car Registratio	No	Parking	Council Function	Yes
Archives Existing	Local/historica	No	Information	Information	No
Archives New	Local/historica	No	Information	Information	No
Hirers	Contact Details	Yes	Hall Hire	Hire agreement	
	Booking Forms	Yes	Hall Hire	Hire agreement	
	Key register	Yes	Hall Hire	Hire agreement	
	Booking Diary	Yes	Hall Hire	to list bookings	
	Invoicing	Yes	Hall Hire	Hire agreement	

	3. Consent	4. Sharing P	Internal processes			
Have we a contract or privacy notice?	Contract demonstrates all necessary consents?	Shared With?	Keeper	Frequency Checked	Retention Period	Where is it held?
Contract	Yes	External Pro	Clerk	On appointme	Duration of Emp	PC/Filing Ca
N/R	N/A	HMRC	Clerk	Monthly	Duration of Emp	PC/Filing Ca
Contract	Yes	Bank	Clerk	Duration of Er	Duration of Emp	PC/Filing Ca
N/R	N/A	NPF HMRC	Clerk	Duration of Er	Duration of Emp	PC/Filing Ca
Contract	Yes	N/A	Finance	Yearly	Duration of Emp	Filing Cabin
Contract	Yes		Clerk	As needed	Duration of	PC/Filing Ca
N/R	N/A	This is publi	Clerk	At Election	Term of Office +	PC/Filing Ca
N/R	N/A	This is publi	Clerk	At Election	Term of Office	PC/Filing Ca
N/R	N/A	This is publi	Clerk	At Election	Term of Office	PC/Filing Ca
ted company or of another council)						
Contract	Yes	External Pro	Clerk	When Appoin	See document R	PC/Filing Ca
Contract	Yes	Public inspe	Finance Off	On raising	See document R	PC/Filing Ca
Contract	Yes	Public inspe	Finance Off	On raising	See document R	PC/Filing Ca
Contract	Yes	Public inspe	Finance Off	On raising	See document R	PC/Filing Ca
Contract	Yes	Our bank	Finance Off	On raising	See document R	PC/Filing Ca
Contract	Yes	External pro	Finance Off	On appointme	See document R	PC/Filing Ca
Contract	Yes	External pro	Finance Off	On appointme	See document R	PC/Filing Ca
Not applicable	No contract	Public Docu	Clerk	On receipt	1 Year	PC/Filing Ca
Privacy Notice	No contract	External Pro	Clerk	On receipt	1 year	PC/Filing Ca
Privacy Notice	No contract	External Pro	Clerk	On receipt	2 years	PC/Filing Ca
Privacy Notice	No contract	External Pro	Clerk	On receipt	1 year	PC/Filing Ca
Privacy Notice	No contract	Nobody wit	Clerk	On receipt	See Document F	PC/Filing Ca
Privacy Notice	No contract	Nobody wit	Clerk	On receipt	See Document F	PC/Filing Ca
Contract	Yes	Our Bank	Finance Off	On raising	See Document F	PC/Filing Ca
Public Document	No contract	Public docu	Clerk	On receipt	1 year	Desktop
Public Document	Yes	Public Docu	Clerk	Annually	indefinitely	Server
Privacy Notice	Not applicable	Any reasona	All staff	Annually	1 year	Server

Privacy Notice	No Contract	Nobody	Finance Officer	Monthly	Until plot available	PC/Filing Ca
Tenancy Agreeeme	Yes	Nobody	Finance Officer	Monthly	indefinite	PC/Filing Ca
Tenancy Agreeeme	Yes	Nobody	Finance Officer	Annually	Until agreement terminated	PC/Filing Ca
Not applicable	Not applicable	Public docu	Admin Officer	On purchase	indefinite	PC/Filing Ca
Contract	Yes	Any reasona	Admin Officer	On purchase	indefinite	PC/Filing Ca
Privacy Notice	Not applicable	Bereaved fa	Admin Officer	On purchase	indefinite	PC/Filing Ca
Contract	Yes	Environme ntal Health / Trading Standards / External Profession al advisers	Facilities	Each market	1 year	PC/Filing Cabinet
Contract	Yes	Environme ntal Health / Trading Standards / External Profession al advisers	Facilities	Each market	2 year	PC/Filing Cabinet
Contract	Yes	Environme ntal Health / Trading Standards / External Profession al advisers	Facilities	Each market	3 year	PC/Filing Cabinet
Privacy Notice	Yes	Nobody wit	Facilities	Each market	1 year	PC/Filing Cabinet
N/R	N/A	Nobody wit	Admin Offic	Annually	Term of Office	PC/Filing Ca
N/R	N/A	Nobody wit	Admin Offic	Annually	Term of Office	PC/Filing Ca

N/R	N/A	Nobody with	Clerk	Annually	Term of Office	PC/Filing Cabinet
N/R	N/A	Nobody with	Clerk	Annually	Term of Office	PC/Filing Cabinet
N/R	N/A	Nobody with	Admin Office	Annually	Term of Office	PC/Filing Cabinet
N/R	N/A	Nobody with	Committee	Annually	Term of Office	With Chair
N/R	N/A	Nobody with	Committee	Annually	Term of Office	With Chair
Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Facilities	Each market	1 year	PC/Filing Cabinet
Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Facilities	Each market	2 year	PC/Filing Cabinet
Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Facilities	Each market	3 year	PC/Filing Cabinet
Privacy Notice	Yes	Nobody with	Facilities	Each market	1 year	PC/Filing Cabinet
N/R	N/A	Charity Trust	Clerk	Annually	Six Years after g	PC/Filing Cabinet

N/R	N/A	Charity Trust	Clerk	Annually	Six Years after g	PC/Filing Ca
N/R	N/A	Charity Trust	Clerk	Annually	Six Years after g	PC/Filing Ca
N/R	N/A	Charity Trust	Clerk	Annually	six months after	PC/Filing Ca
Privacy Notice	N/A	Nobody wit	Events/Adn	Annually	Whilst Valid	PC/Filing Ca
Privacy Notice	Yes	Nobody wit	Facilities	Six Months	Whilst Required	PC/Filing Ca
Privacy Notice	Yes	Nobody wit	Facilities	Six Months	Whilst Required	PC/Filing Ca
Privacy Notice	Yes	Nobody wit	Facilities	Six Months	Whilst Required	PC/Filing Ca
N/R	N/A	Publically A	Archives	Ongoing	Indefinite	PC/Filing Ca
Privacy Notice	Yes	Publically A	Archives	Ongoing	Indefinite	PC/Filing Ca
Privacy Notice		Nobody wit	Administrat	Monthly	see doc retentio	PC/Filing Ca
Privacy Notice		Nobody wit	Administrat	Monthly	see doc retentio	PC/Filing Ca
Privacy Notice		Nobody wit	Administrat	Monthly	see doc retentio	PC/Filing Ca
Privacy Notice		Nobody wit	Administrat	Monthly	see doc retentio	PC/Filing Ca
Privacy Notice		Nobody wit	Administrat	Monthly	see doc retentio	PC/Filing Ca

6. Action Needed	
Protection?	Action needed
Password/Key	
Password/Key	
Password/Key	
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Password/Key	
Password	Clerk must compile a Li
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Password/Key	Set up Password	

Password/Key	Set up Password	
Password/Key	Set up Password	
Password/Key	Set up Password	
Password/Key		
no	Compile Privacy	
no	Distribute Privacy	
no	Ensure Privacy received	
Yes	Local Government (Rec	
Yes	Local Government (Rec	
Password		
Password		
Password	To lock away at end of e	
Password	To lock away at end of e	
Password		