

Stow Bardolph Parish Council Data Audit

Category	Documents held	Personal details held	Purpose	Legal basis	Shared with	Purpose of sharing	Privacy Notice	Length of time held
Staff	HR Records including contract, reference, application, appraisals, grievance & disciplinary	Name, address, telephone numbers, email address	Contractual	Contractual/Legal basis	Councillors	Appointment, annual appraisal	Issued July 2018	7 years from termination
	Payroll records	NI number & tax records	Pay, tax & NI contributions	Contractual/Legal basis	Councillors & HMRC	Financial controls (internal)	Issued July 2018	7 years from termination
	Applications, CV's, reference of applicants	Name, address, telephone numbers, email address, employment history	Recruitment	Contractual/Legal basis	Councillors	Recruitment	Directed to Parish Council Website	6 months after position filled
Councillors	Contact details	Name, address, telephone numbers, email address	Transaction of Council business	Legal obligation	Borough Council Returning Officer	Transaction of Council business	Issued July 2018	Term of office
	Register of Interests	Pecuniary and other interests	Legal Obligation	Legal Obligation	Public – via Borough Council website	Legal Obligation	Issued July 2018	At end of term of office
Members of the Public	Correspondence, letter/emails	Name, address, telephone numbers, email address	Transaction of council business	Public Interest	Councillors (if necessary), other authorities (with permission)	Transaction of Council business	Directed to Parish Council Website	Until query is resolved unless there is likely to be any future need
	Contact details of landowners and those involved in local groups	Name, address, telephone numbers, email address	Transaction of council business	Public Interest	Councillors (if necessary), other authorities (with permission)	Transaction of Council business	Directed to Parish Council Website	For as long as they own land or are involved in the parish
	Grant applications	Name, address, telephone numbers, email address	Transaction of council business	Public Interest	Not shared – personal information removed from version shared with Councillors	Transaction of Council business	Directed to Parish Council Website	7 years if granted, 1 year if not
	Electoral Register	Name, address	Transaction of council business	Public Interest	Not shared	n/a	Brough Council's responsibility	Only most recent version retained
Category	Documents held	Personal details held	Purpose	Legal basis	Shared with	Purpose of Sharing	Privacy Notice	Length of time to be held
Contractors	Contact details	Name, address, telephone numbers, email address	Transaction of council business	Contract	Councillors (only where Councillor is overseeing contract)	Transaction of council business	Directed to Parish Council Website	For as long as contract is maintained and for any more as is

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								necessary for guarantee purposes
	Invoices	Name, address, telephone numbers, email address	Transaction of council business	Contract	Councillors	Transaction of council business	Directed to Parish Council Website	7 years
	Quotes	Name, address, telephone numbers, email address	Transaction of council business	Contract	Councillors	Transaction of council business	Directed to Parish Council Website	7 years
Allotment Holders	Tenancy agreement and contact details	Name, address, telephone numbers, email address	Contractual	Contract	Councillors	Management of allotments	To be issued in September 2018	6 months from end of tenancy