Inventory of Personal Data Captured, Stored and Processed by Hethersgill Parish Council

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data				3. Consent	4. Sharing Personal Data
To whom does i relate?	t What Data is it?	Including Sensitive Data?	What is it for?	Why do we have it?	obliged to hold	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?
Staff								
	Contract	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Our Bank; Payroll company
	Dancian datails	l _{ves}	LID	Logislativo resultante	Vac	Not required	Not applies bl-	External Professional Advisers; potentially a payroll company; Pension Fund
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	Managers; HMRC
	Leave Form Staff Appraisals	No	HR HR	Employment Purposes	No	Yes Yes	Yes	External Professional Advisers
Councillors	Staff Appraisals	Yes	пк	Employment	No	res	Yes	
Councillors	Declarations of Interest	Voc	Domocracy	logiclative requirement	Voc	Not required	Not applicable	This is Public Knowledge
	Personal Contact Details	Yes No	Democracy	legislative requirement legislative requirement	Yes Yes	Not required Not required	Not applicable	This is Public Knowledge This is Public Knowledge
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required Not required		This is Public Knowledge This is Public Knowledge
	Elliali Addresses	INO	Democracy	legislative requirement	165	Not required	Not applicable	This is Public Knowledge
	ppliers where we hold personal data of a natural person data of a limited company or of another council)							
,	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers
	References	No	Business	Contact	No	Contract	Yes	External professional advisers
Residents								
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers
	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.
Community								
Organisations								
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent
	Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External Professional Advisers
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No contract	Names become Public Knowledge, other data is confidential
Planning								
Property	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document
Property	Lease for Village Green	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry
		No	Property #REF!	#REF!	No No	†		Public Document registered at Land Registry
General	Lease for Village Hall	No	#KET!	#KET!	INU	Contract	Yes	Public Document
Contacts								
Contacts	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request
	Lilian Addresses	163	Democracy	Contact	162	Frivacy Notice	ivot applicable	Any reasonable request
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Council Profile	Small Parish Council	
	Councillors9	
	Staff 1 Clerk Part time	
	Electorate TBC approx	
	Precept 2018/2019 £7,000	
	1 common land area	
	1 Street Light	

Inventory assembled on 13/04/2018 and Last updated on 13/4/2018

		5. Our internal processes	6. Action Needed				
Who is responsible for keeping	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed		
this data?	liow often is it checked:	now long do we keep it:	Where is it lield:	Troccetion:	Action needed		
ins actu.							
Clerk	On appointment and on review	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key			
Clerk	Monthly	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key			
Clerk	Duration of Employment	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key			
CICIA	Datation of Employment	Daration of Employment plus o years	computer/ining cabillet	1 433WOTA/ LOCK & KEY			
Clerk	Duration of Employment	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key			
Clerk	Yearly	Duration of Employment plus 6 years Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key	+		
Clerk	As required	duration of employment	Filing cabinet	lock and key			
ore in	, is required	as attorior employment	i iiiig cabilict	lock und key			
Clerk	At Election	Term of Office plus 4 years	Computer/filing Cabinet	Password/ Lock & key	Comply with document retention policy		
Clerk	At Election	Term of Office plus 4 years	Computer/filing Cabinet	Password/ Lock & key	Comply with document retention policy		
Clerk	At Election	Term of Office plus 4 years	Computer/filing Cabinet	Password/ Lock & key	Suggest stand alone email address for all councillors		
CIEIR	At Election	Term of office plus 4 years	Computer/illing Cabinet	rassword/ Lock & key	Suggest stand alone email address for all councilors		
Clerk	When Appointed	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	Clerk holds contact details for contractors/suppliers		
Responsible Finance Officer	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	CICIN Holds contact details for contractors/suppliers		
Responsible Finance Officer	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key			
Responsible Finance Officer	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key			
Responsible Finance Officer	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key			
Responsible Finance Officer	On appointment	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key			
Responsible Finance Officer	On appointment	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key			
Responsible Finance Officer	оп аррошением	See document Neterition 1 oney	compacely ming cabillet	Tussword, Lock & Key			
Clerk	On receipt	1 Year	Computer/filing Cabinet	None required			
Clerk			Computer/filing Cabinet	Password/ Lock & key			
Clerk	On receipt On receipt	1 year 2 years	Computer/filing Cabinet	Password/ Lock & key			
Clerk	On receipt	1 year	Computer/filing Cabinet	Password/ Lock & key	Ensure document retention policy complies		
CICIA	on receipt	- year	computer/ining cabillet	1 433WOTA/ LOCK & KEY	Ensure accument retention pointy complies		
Clerk	On receipt	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key			
Clerk	On receipt	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key			
Clerk	Annually	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key			
CICIK	, amainy	See document netention rolley	computer/ming cabillet	assword, Lock & Key			
Clerk	On receipt	1 year	Computer/filing Cabinet	None required			
CICIN	On receipt	1 year	Computer/ming Cabinet	ivone required	+		
Clerk	Annually	Indefinitely	Computer/filing Cabinet	Password/ Lock & key			
Clerk	Annually	See document Retention Policy		Password/ Lock & key Password/ Lock & key			
CIEIK	Aimudily	See document retention Policy	Computer/filing Cabinet	rassworu/ LUCK & Key	+		
Clork	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	Comply with document retention policy		
Clerk	On raising	See document Retention Policy	Computer/ining Cabinet	rassword/ Lock & Key	Comply with document retention policy		
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