

Inventory of Personal Data Captured, Stored and Processed

Inventory assembled on 1/7/19

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal Data				3. Consent	4. Sharing Personal data
To whom does it relate?	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 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 the data? LIST THEM ALL
<b>Staff</b>								
	Contract	Yes	HR	It's a contract	No	Contract	Yes	External Professional Advisors
	PAYE	Yes	HR	legislative requirement	Yes	Not Required	Not applicable	External Professional Advisors: HMRC
	Bank details	No	HR	To pay Staff Salaries	No	Contract	Yes	Our Bank
	Pension details	Yes	HR	Legislative purposes	Yes	Not Required	Not applicable	External Professional Advisors: LGPS: pension fund Managers: HMRC
	Leave Form	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisors: LGPS: pension fund Managers: HMRC
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes	
	Performance Plans	Yes	HR	Employment	No	Yes	Yes	
<b>Councillors</b>								
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not Required	Not applicable	This is public knowledge
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not Required	Not applicable	This is public knowledge
	Email Addresses	No	Democracy	legislative requirement	Yes	Not Required	Not applicable	This is public knowledge
<b>Contractors/Suppliers</b>								
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisors
	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 Advisors
	References	No	Business	Contact	No	Contract	Yes	External Professional Advisors
<b>Residents</b>								
	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 advisors, MP's, Principal Councils
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisors
	General Correspondence from MOP's	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Principal Councils
<b>Community Organisations</b>								
	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 Advisors
	Bank Account details	No	Democracy	Payment	No	Contract	Yes	Our Bank
<b>Planning</b>								
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document
<b>Property</b>								
	Conveyance documents	No	Property	Council Function	No	Public Document	Yes	Public document registered at Land Registry
<b>Allotments</b>								
	Tenancy Agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	Allotments Association and its members
	Tenant Contact Details	No	Property records	Contact	No	Tenancy Agreement	Yes	Allotments Association and its members
<b>General Contracts</b>								
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request
<b>Kimpton Village website</b>								
	Contact details for village groups	Yes	Democracy	Service to Community	No	Privacy Notice	Not applicable	This is public knowledge

<b>Council Profile</b>	<b>Medium Parish Council</b>
	Councillors 8
	Parish Clerk & RFO
	Electors 1850
	Precept 2019/2020 £74,000
	Allotments
	Recreation Ground Pavilion
	2 Play areas
	2 Village Greens
	2 Sports Grounds

5. Our internal processes					6. Action Needed
Who is responsible for keeping it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
Clerk	On appointment and on review	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/Lock and key	
Clerk	Monthly	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/Lock and key	
Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/Lock and key	
Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/Lock and key	
Clerk	Yearly	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/Lock and key	
Clerk	As required	duration of employment	Filing cabinet	lock and key	
Clerk	As required	duration of employment	Filing cabinet	lock and key	
Clerk	At Election	Term of Office + 4 years	Laptop /Filing Cabinet	Password/Lock and key	
Clerk	At Election	Term of Office + 4 years	Laptop /Filing Cabinet	Password/Lock and key	
Clerk	At Election	Term of Office + 4 years	Laptop /Filing Cabinet	Password/Lock and key	
Clerk	When Appointed	See Document Retention Policy	Laptop /Filing Cabinet	None required	
Responsible Finance Officer	On raising	See Document Retention Policy	Desktop /Filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See Document Retention Policy	Desktop/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See Document Retention Policy	Desktop/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See Document Retention Policy	Desktop/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On appointment	See Document Retention Policy	Filing cabinet	Lock and key	
Responsible Finance Officer	On appointment	See Document Retention Policy	Filing cabinet	Lock and key	
Clerk	On receipt	1 Year	Laptop /Filing Cabinet	Lock and key	
Clerk	On receipt	1 year	Filing cabinet	Lock and key	
Clerk	On receipt	2 years	Filing cabinet	Lock and key	
Clerk	On receipt	1 year	Laptop /Filing Cabinet	Password/ Lock & key	
Clerk	On receipt	See Document Retention Policy	Desktop/filing cabinet	Password/ Lock & key	
Clerk	On receipt	See Document Retention Policy	Filing cabinet	Lock and key	
Responsible Finance Officer	On raising	See Document Retention Policy	Desktop/filing cabinet	Password/ Lock & key	
Clerk	On receipt	1 year	Desktop	None required	
Clerk	Annually	Indefinably	Filing cabinet	lock and key	
Clerk	Annually	See Document Retention Policy	Filing cabinet	lock and key	
Clerk	Annually	See Document Retention Policy	Laptop /Filing Cabinet	Password/ Lock & key	
Clerk	On raising	See Document Retention Policy	Desktop	Password	
Clerk	As required	See Document Retention Policy	Website	Password	