Kimpton Parish Council

Approved: 21 July 2021 Review: July 2023

## 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
Staff								
	Contract	Yes	HR	It's a contract	No	Contract	Yes	External Professional Advisors
	PAYE		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
								External Professional Advisors: LGPS: pension fund Managers:
	Pension details	Yes	HR	Legislative purposes	Yes	Not Required	Not applicable	HMRC
								External Professional Advisors: LGPS: pension fund Managers:
	Leave Form		HR	Employment Purposes	No	Yes	Yes	HMRC
	Staff Appraisals		HR	Employment	No	Yes	Yes	
	Performance Plans	Yes	HR	Employment	No	Yes	Yes	
Councillors								
	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
Contractors/Suppliers								
	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
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 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
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 Advisors
	Bank Account details	No	Democracy	Payment	No	Contract	Yes	Our Bank
Planning								
				We are consulted on				
	Objections	No	Democracy	applications	Yes	Public Document	No contract	Our objection or approval is a public document
Property								
	Conveyance documents	No	Property	Council Function	No	Public Document	Yes	Public document registered at Land Registry
Allotments								
	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
General Contracts			•					
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request
Kimpton Village website							·	·
	Contact details for village groups	Yes	Democracy	Service to Community	No	Privacy Notice	Not applicable	This is public knowledge

Council Profile	Medium Parish Council			
	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			

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		6. Action Needed		
How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
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