

Ashmanhaugh Parish Council

DATA PROTECTION - INFORMATION AUDIT

Document	Personal Detail Held	Purpose	How it is held	Legal Basis	Length of Time to be Held	Shared With	Purpose of Sharing	Privacy Notice Issue Date	Destruction Date (if known)	Initial
Personnel - Parish Clerk										
Contract	Contractual detail.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Duration of employment	Parish Council Members	Annual appraisal	Informed - email and website		
CV	Address, e-mail, contact numbers and other personal data.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Duration of employment	Parish Council Members		Informed - email and website	6 months from termination of employment.	
References	Address, e-mail, contact numbers.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Duration of employment	Parish Council Members		Informed - email and website	7 months from termination of employment.	
Payroll Pension	Address, national insurance number, tax codes, accounts and PAYE references.	PAYE, Pension contributions (if applicable)	Electronically on PAYE system. Electronically and hard copy with Pension provider (if applicable).	Article 6(c) EU GDPR	7 years	HMRC PAYE Pension Fund Provider	Monthly payment	Informed - email and website	7 years from termination.	
Timesheets	Address, e-mail, rates of pay.	Contractual, audit trail	Electronically / hard copy	Article 6(c) EU GDPR	7 years	Internal & external audit	Audit trail	Informed - email and website	7 years from termination.	
Contact List	Address, e-mail, contact numbers.	Reference	Electronically, hard copy and website	Article 6(f) EU GDPR	To be updated/amended as change dictates.	Parish Council and public.	Contact List	Informed - email and website	When superseded by new version.	
Personnel - Councillors										
References	Address, e-mail, contact numbers.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Duration on Parish Council	Parish Council and public.		Informed - email and website	7 months from termination of position as Councillor.	
Declaration of Interests	Pecuniary and other interests.	Legal requirement	Hard copy and electronically at North Norfolk District Council (NNDC)	Article 6(c) EU GDPR	Duration on Parish Council	NNDC and members of public via NNDC website,		Informed - email and website	PC to destroy when Councillor leaves Parish Council	
Contact List	Address, e-mail, contact numbers.	Reference	Electronically, hard copy and website	Article 6(f) EU GDPR	To be updated/amended as change dictates.	Website & other members of Parish Council	Reference point	Informed - email and website	When superseded by update.	

Public/Parishioners										
Electoral Register	Names, addresses	Reference	Electronic copy and possible hard copy.	Article 6(f) EU GDPR		NOT SHARED		Informed - email and website	When superseded by update.	
Enquiries from the members of the public	Address, e-mail, contact numbers	To request information, pass on information or make a statement	Electronic copy and hard copy	Article 6(f) EU GDPR, public task	For as long as necessary	NOT SHARED	NOT SHARED	Informed - email and website	When completion of business or 6 months	
Subcontractors										
Contract	Contractual detail.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Indefinitely	Parish Council Members	Reference.	Informed - email and website		

Reviewed 1st November 2022

Date of Review May 2024