

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

Inventory assembled on 03/02/2021 and last updated on 03/02/2021

Note for Users: Don't just copy it; think about each box and what is factually correct in your council. These schedules are indicative of council activity. If your Council carries out activities not listed you will need to add those activities and consider the same headings for each activity.

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data				3. Consent	4. Sharing Personal Data	5. Our internal processes				
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 got 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 this data? LIST THEM ALL	Who is responsible for keeping this data?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?
Staff													
	Contract	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers	Clerk	On appointment and on review	Duration of Employment plus 6 years	Computer/filing cabinet	Password/Lock and key
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company	Clerk	Monthly	Duration of Employment plus 6 years	Computer/filing cabinet	Password/Lock and key
	Leave Form	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers	Clerk	Yearly	Duration of Employment plus 6 years	Computer/filing cabinet	Password/Lock and key
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	Duration of employment	Filing cabinet	Lock and key
	Performance Plans	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	Duration of employment	Filing cabinet	Lock and key
Councillors													
	Declarations of interest	Yes	Democracy	Legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Computer/filing cabinet	Password/Lock and key
	Personal Contact Details	No	Democracy	Legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Computer/filing cabinet	Password/Lock and key
	Email Addresses	No	Democracy	Legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Computer/filing cabinet	Password/Lock and key
Contractors /Suppliers where we hold personal data of a natural person (not the data of a limited company or of another council)													
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers	Clerk	When appointed	See Document Retention Policy	Computer/filing cabinet	Password/Lock and key
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See Document Retention Policy	Computer/filing cabinet	Password/Lock and key
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See Document Retention Policy	Computer/filing cabinet	Password/Lock and key
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See Document Retention Policy	Computer/filing cabinet	Password/Lock and key
	Insurance	No	Business	Contact	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See Document Retention Policy	Computer/filing cabinet	Password/Lock and key
	References	No	Business	Contact	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See Document Retention Policy	Computer/filing cabinet	Password/Lock and key
Residents													
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	Clerk	On receipt	1 Year	Computer/filing cabinet	None required
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Computer/filing cabinet	Password/Lock and key
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	2 years	Computer/filing cabinet	Password/Lock and key
	General Correspondence from members of the public	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Computer/filing cabinet	Password/Lock and key
Community Organisations													
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See Document Retention Policy	Computer/filing cabinet	Password/Lock and key
	Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	See Document Retention Policy	Computer/filing cabinet	Password/Lock and key
Planning													
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Clerk	On receipt	1 year	Computer/filing cabinet	None required
Property													
	Deeds/leases for land and properties	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	Indefinitely	Computer/filing cabinet	Password/Lock and key
Facilities - Hire													
	Contact details of users	No	Communication / to collect hire fees	Contractual necessity	No	Contract	Not applicable	Nobody without consent	Clerk	At least annually and when contracts are agreed	Until end of the booking / contract	Computer/filing cabinet	Password/Lock and key
General Contacts													
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	Clerk	On raising	See Document Retention Policy	Computer/filing cabinet	Password/Lock and key