

Frettenham Parish Council Information Audit

Category	Documents held	Personal details held	Purpose	Legal basis	Shared with	Purpose of sharing	Privacy Notice	Length of time to be held
Staff	HR Records include contract, references, applications, appraisals, grievance & disciplinary	Name, address, telephone numbers, email address	Contractual	Contract/Legal Obligation	Councillors, Insurer	Appointment	Issued August 2018	12 months from termination (for references)
	Payroll	NI number, tax records	Pay	Contract/Legal Obligation	Councillors, HMRC	Financial internal controls, legal obligation	As above	7 years from termination
	Applications, Cvs, references of applicants	Name, address, telephone numbers, email address, employment history	Recruitment	Contract/Legal Obligation	Councillors	Recruitment	As above	6 months after position filled
Councillors	Contact details	Name, address, telephone numbers, email address	Transaction of Council business	Legal Obligation	Public	Transaction of the Council business	Issued August 2018	At end of term of office
	Register of Interests	Pecuniary and other interests	Legal Obligation	Legal Obligation	Public, District Council website, Parish Council website	Legal Obligation	As above	At end of term of office

Members of the Public	Correspondence, letter/emails	Name, address, telephone numbers, email address	Transaction of Council business	Public interest	Councillors (if necessary), other authorities (with permission)	Transaction of Council business	Informed that information is available on Parish Council website	Once query is resolved unless there is any historical interest or likely to be any future need
	Contact details of landowners and those involved in local groups (Community resilience)	Name, address, telephone numbers, email address	Transaction of Council business	Public interest	Councillors (if necessary), other authorities (with permission)	Transaction of Council business	Informed that information is available on Parish Council website	For as long as they own the land or are involved in the parish
	Grant Applications	Name, address, telephone numbers, email address	Transaction of Council business	Public interest	Not shared – personal information removed from version publicised and shared with Councillors	Transaction of Council business	Included in grant application form	7 years if granted, 1 year if not
	Electoral Register	Name, address	Transaction of Council business	Public interest	Not shared	N/A	District Councils responsibility	Only most recent version retained
Contractors	Contact details	Name, address, telephone numbers, email address	Transaction of Council business	Contract	Councillors (only where Councillor is overseeing contract)	Transaction of Council business	Informed that information is available on Parish Council's website	For as long as contract is maintained and for any more as is necessary for guarantee purposes

	Invoices	Name, address, telephone numbers, email address, bank details	Transaction of Council business	Contract	Councillors	Transaction of Council business	Informed that information is available on Parish Council's website	7 years
	Quotes	Name, address, telephone numbers, email address	Transaction of Council business	Contract	Councillors	Transaction of Council business	Informed that information is available on Parish Council's website	7 years
Allotment Holders	Tenancy agreement and contact details	Name, address, telephone numbers, email address	Contractual	Contract	Chairman of the allotment committee	Management of allotment	To be issued in October 2018	6 months from end of tenancy

Completed by Pat Stokes, Parish Clerk on 7th September 2018
Approved by the Data Protection Working Party 14th September 2018