

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

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 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?
Staff								
	Contract	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Our Bank; Payroll company
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; payroll company; Pension Fund Managers; H
	Leave Form	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers
	Staff Appraisals	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 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
	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 advisers
	References	No	Business	Contact	No	Contract	Yes	External professional advisers
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 Advisers, MPs, principal councils.
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers
	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, 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 Advisers
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No contract	Names become Public Knowledge, other data is confidential
Planning								
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document
Property								
	Lease for Village Green	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry
Village Hall (We are Custodian Trustee)								
	legal Agreements	No	Property Records	Recreation function	No	Contract	Yes	Public Document
	Deeds - Land purchase	No	Property Records	Property Records	No	No	Public document	Public Document
	Lease for Village Hall	No	Property Records	Property Records	No	Contract	Yes	Public Document
General Contacts								
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request

Council Profile	Small Parish Council
	Councillors 7 out of 8
	Staff 1 Clerk Part time
	Electorate TBC
	Precept 2018/2019 £5,400
	Common Land and Village Green areas
	Custodian of Village Hall

Inventory assembled on 13/04/2018 and Last updated on 13/4/2018

5. Our internal processes					6. Action Needed
Who is responsible for keeping this data?	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	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Monthly	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Duration of Employment	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Duration of Employment	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Yearly	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	As required	duration of employment	Filing cabinet	lock and key	
Clerk	At Election	Term of Office plus 4 years	Computer/filing Cabinet	Password/ Lock & key	Comply with document retention policy
Clerk	At Election	Term of Office plus 4 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	At Election	Term of Office plus 4 years	Computer/filing Cabinet	Password/ Lock & key	Suggest stand alone email address for all councillors
Clerk	When Appointed	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	Clerk holds contact details for contractors/suppliers
Responsible Finance Officer	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On appointment	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On appointment	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	1 Year	Computer/filing Cabinet	None required	
Clerk	On receipt	1 year	Computer/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	2 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	1 year	Computer/filing Cabinet	Password/ Lock & key	Ensure document retention policy complies
Clerk	On receipt	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Annually	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	1 year	Computer/filing Cabinet	None required	
Clerk	Annually	Indefinitely	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Annually	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Annually	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Annually	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	Comply with document retention policy