

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

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data				3. Consent
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?
<b>Staff</b>							
	Contract	Yes	HR	It is a contract	No	Contract	Yes
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable
	Leave Form	No	HR	Employment Purposes	No	Yes	Yes
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes
	Performance Plans	Yes	HR	Employment	No	Yes	Yes
<b>Councillors</b>							
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Not applicable
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not required	Not applicable
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicable
<b>Contractors /Suppliers where we hold personal data of a natural person (not the data of a limited company or of another council)</b>							
	Contact details	No	Business	Contact	No	Contract	Yes
	Invoices	No	Business	Payment	No	Contract	Yes
	Purchase orders	No	Business	Purchasing	No	Contract	Yes
	Quotations	No	Business	Purchasing	No	Contract	Yes
	Bank Account details	No	Business	Payment	No	Contract	Yes
	Insurance	No	Business	Contract	No	Contract	Yes
	References	No	Business	Contact	No	Contract	Yes
<b>Residents</b>							
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract
	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract
<b>Community Organisations</b>							
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract
	Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No contract
<b>Planning</b>							
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract
<b>General Contacts</b>							
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable

**Inventory assembled on 05/04/2018**

4. Sharing Personal Data	5. Our internal processes			
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?
External Professional Advisers	Clerk	On appointment and on review	Duration of Employment plus 6 years	Laptop/filing Cabinet
External Professional Advisers; HMRC; payroll company	Clerk	Monthly	Duration of Employment plus 6 years	Laptop/filing Cabinet
Our Bank; Payroll company	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/filing Cabinet
External Professional Advisers; payroll company; Pension Fund Managers; H	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/filing Cabinet
External Professional Advisers	Clerk	Yearly	Duration of Employment plus 6 years	Laptop/filing Cabinet
	Clerk	As required	duration of employment	Filing cabinet
	Clerk	As required	duration of employment	Filing cabinet
This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet
This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet
This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet
External Professional Advisers	Clerk	When Appointed	See document Retention Policy	Laptop/filing Cabinet
Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet
Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet
Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet
Our bank	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet
External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/filing Cabinet
External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/filing Cabinet
Public Document required by law, which we choose to hold.	Clerk	On receipt	1 Year	Laptop/filing Cabinet
External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/filing Cabinet
External Professional Advisers	Clerk	On receipt	2 years	Laptop/filing Cabinet
External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/filing Cabinet
Nobody without consent	Clerk	On receipt	See document Retention Policy	Laptop/filing Cabinet
External Professional Advisers	Clerk	On receipt	See document Retention Policy	Laptop/filing Cabinet
Names become Public Knowledge, other data is confidential	Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet
Our objection or approval is a public document	Clerk	On receipt	1 year	Laptop/filing Cabinet
	Clerk	On raising	See document Retention Policy	Laptop/filing Cabinet

	6. Action Needed
<b>Protection?</b>	<b>Action needed</b>
Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	
lock and key	
lock and key	
Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	Approve document retention policy 16th April 2018
Password/ Lock & key	Approve document retention policy 16th April 2018
Password/ Lock & key	Approve document retention policy 16th April 2018
Password/ Lock & key	Approve document retention policy 16th April 2018
Password/ Lock & key	Approve document retention policy 16th April 2018
Password/ Lock & key	Approve document retention policy 16th April 2018
Password/ Lock & key	Approve document retention policy 16th April 2018
None required	
Password/ Lock & key	Approve email privacy notice 16th April 2018
Password/ Lock & key	Approve email privacy notice 16th April 2018
Password/ Lock & key	Approve email privacy notice 16th April 2018
Password/ Lock & key	Approve email privacy notice 16th April 2018, approve document retention policy 16th April
Password/ Lock & key	Approve email privacy notice 16th April 2018, approve document retention policy 16th April
Password/ Lock & key	Approve email privacy notice 16th April 2018, approve document retention policy 16th April
None required	
Password/ Lock & key	Approve email privacy notice 16th April 2018