

## DATA PROTECTION - INFORMATION AUDIT

### Salhouse Parish Council

Document	Personal Detail Held	Purpose	How it is held	Legal Basis	Length of Time to be Held	Shared With	Privacy Notice	Purpose of Sharing	Destruction Date (if known)
<b>Personnel - Parish Clerk</b>									
Contract	Contractual detail.	Contractual Recruitment	Electronically / hard copy	Article 6(c) EU GDPR	Duration of employment or 7 years after termination	Parish Council Members	Informed - email and website	Annual appraisal	7 years from termination.
CV	Address, e-mail, contact numbers and other personal data.	Contractual Recruitment	Electronically / hard copy	Article 6(c) EU GDPR	Duration of employment or 7 years after termination	Parish Council Members	Informed - email and website		6 months from termination of employment.
References	Address, e-mail, contact numbers.	Contractual Recruitment	Electronically / hard copy	Article 6(c) EU GDPR	Duration of employment, 7 months from termination 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	Electronically on PAYE system. Electronically and hard copy with Pension provider.	Article 6(c) EU GDPR	7 years	HMRC PAYE Norfolk Pension Fund	Informed - email and website	Monthly payment	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	Informed - email and website	Audit trail	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.	Informed - email and website	Contact List	When superseded by new version.
<b>Personnel - Councillors</b>									
References	Address, e-mail, contact numbers.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Duration on Parish Council	Not shared	Informed - email and website		7 months from termination of position as Councillor.
Application for Co-Option	Address, e-mail, contact numbers and reasons for wanting to become a Parish Councillor	Reference	Electronically / hard copy	Article 6(c) EU GDPR	For 3 months after vacancy filled	Not shared	Informed - email and website		3 months after vacancy filled
Declaration of Interests	Pecuniary and other interests.	Legal requirement	Hard copy and electronically at Broadland District Council (BDC)	Article 6(c) EU GDPR	Duration on Parish Council	BDC and members of public via BDC website	Informed - email and website	Public Information	PC to destroy when Councillor leaves Parish Council

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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	Informed - email and website	Reference point	When superseded by update.
<b>Public/Parishioners</b>									
Electoral Register	Names, addresses	Reference	Electronic copy and possible hard copy.	Article 6(f) EU GDPR	Current Year Only, until new register shared by BDC	NOT SHARED	Informed - email and website	n/a	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(e) EU GDPR, public task	For as long as necessary	NOT SHARED	Informed - email and website	n/a	When completion of business or 6 months
Grant Applications	Contact details, reasons for requesting grant, other relevant details about organisation requesting grant, including bank details	To consider requests for grant	Electronic copy and hard copy.	Article 6(e) EU GDPR, public task	If awarded for up to 7 years for auditing purposes, if not awarded, up to one year	NOT SHARED	Informed - email and website	n/a	If awarded for up to 7 years for auditing purposes, if not awarded, up to one year
Subject Access and FOI requests	Address, e-mail, contact numbers, reasons for the request	To request information	Electronic copy and hard copy.	Article 6(e) EU GDPR, public task	Record of SAR or FOI requests to be retained for as long as deemed necessary. Information provided to be held as legally required as set above.	NOT SHARED	Informed - email and website	n/a	6 months from date of request for data supplied, record of requests as deemed necessary
<b>Subcontractors</b>									
Contract	Contractual detail.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Indefinitely	Parish Council Members	Informed - email and website	Reference.	n/a