

Inventory of Personal Data Captured, Stored and Processed by Upwood and the Raveleys Parish Council

Inventory assembled on 17/07/2018 and Last updated on 17/07/2018

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	Laptop/filing Cabinet	Password/ Lock & key	
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC	Clerk	Monthly	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Our Bank	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; Pension Fund Managers; HMRC	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
	Staff Appraisals	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	Laptop/filing Cabinet	Password/ Lock & 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	Laptop/filing Cabinet	Password/ Lock & 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	Laptop/filing Cabinet	Password/ Lock & 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	Laptop/filing Cabinet	Password/ Lock & key	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
	Insurance	No	Business	Contact	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
	References	No	Business	Contact	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & 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	Laptop/filing Cabinet	None required	
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/filing Cabinet	Password/ Lock & key	
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	2 years	Laptop/filing Cabinet	Password/ Lock & 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	Laptop/filing Cabinet	Password/ Lock & key	
Community Organisations														
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
	Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & 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	Laptop/filing Cabinet	None required	
Property														
	Title Deeds of parish land	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	Indefinitely	Laptop/filing Cabinet	Password/ Lock & key	
Allotments														
	Tenancy Agreements	No	Property Records	Service to community	No	Tenancy Agreement	Yes	Allotments Association and its members	Allotments Association	Annually	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
	Tenant Contact Details	No	Property Records	Contact	No	Tenancy Agreement	Yes	Allotments Association and its members	Allotments Association	Annually	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Cemetery														
	Record of Burials	No	legal	Legislative requirement	Yes	Not applicable	Not applicable	Public Document required by law	Clerk/Burial's Officer	On raising	Indefinitely	Laptop/filing Cabinet	Password/ Lock & key	
	Purchased Graves	Sometimes	legal	Contact	No	Contract	Yes	Any reasonable request	Clerk/Burial's Officer	On raising	Indefinitely	Laptop/filing Cabinet	Password/ Lock & key	
	Contact Details of known Undertakers	No	Cemetery functions	Contact	No	Contract	Not applicable	Bereaved families	Clerk/Burial's Officer	On raising	Until the Undertaker closes down	Laptop/filing Cabinet	Password/ Lock & key	
General Contacts														
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	Clerk	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	

Council Profile	Small Parish Council
	Councillors: 9
	Staff: 2 Clerk + Cemetery Officer. Both Part time
	Electorate 1200
	Precept 2018/2019 £25,000
	1 Recreational ground
	1 Play park
	Allotments
	Cemetery
	Closed Churchyard