

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

Inventory assembled on 28/05/2018 and last updated on 28/05/2018

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data				3. Consent		4. Sharing Personal Data		5. Our internal processes			6. Action Needed
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 or might 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?	Action needed
Staff														
	Contract	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers; Internal Auditor	Clerk	On appointment & on review	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ secure location	
	PAVE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; Internal Auditor	Clerk	Monthly	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ secure location	
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ secure location	
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	Duration of employment	Filing cabinet	Secure location	
Councillors														
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At election/ co-option	Term of Office plus 4 years	Laptop/filing Cabinet	Password/ secure location	
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At election/ co-option	Term of Office plus 4 years	Laptop/filing Cabinet	Password/ secure location	
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicable	Principal Councils, contractors, grant agencies, charities	Clerk	At election/ co-option	Term of Office plus 4 years	Laptop/filing Cabinet	Password/ secure location	
	Photo on Website	No	Democracy	Democracy	No	No	Not applicable	This is Public Knowledge	Clerk	At election/ co-option	Term of Office	Laptop/website	Password	
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/ secure location	Clerk must compile a List of ALL of the contracts which involve our holding any 'personal data'
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See Document Retention Policy	Laptop/filing Cabinet	Password/ secure location	
	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/ secure location	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See Document Retention Policy	Laptop/filing Cabinet	Password/ secure location	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank	Responsible Finance Officer	On raising	See Document Retention Policy	Laptop/filing Cabinet	Password/ secure location	
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See Document Retention Policy	Laptop/filing Cabinet	Password/ secure location	
Residents														
	Electoral Register (edited)	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	Password/ secure location	
	Electoral Register (full)	No	Democracy	Democracy	No	Not applicable	No contract	Can only be used for electoral purposes	Clerk	On receipt	1 Year	Laptop/filing Cabinet	Password/ secure location	
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/filing Cabinet	Password/ secure location	
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	2 years	Laptop/filing Cabinet	Password/ secure location	
	General Correspondence	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/filing Cabinet	Password/ secure location	
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/ secure location	
	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/ secure location	
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No contract	Names become Public Knowledge, other data is confidential	Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet	Password/ secure location	
Planning														
	Applications	No	Democracy	Consulted on applications	Yes	No	No contract	Application is a public document	Clerk	On receipt	1 year	Laptop/filing Cabinet	None required	
	Objections	No	Democracy	Consulted on applications	Yes	Contract	No contract	Our objection or approval is a public document	Clerk	On receipt	1 year	Laptop/filing Cabinet	None required	
Allotments														
	Lease for Allotments Field	No	Property	Service to community	No	Contract	Yes		Clerk	Annually	See Document Retention Policy	Laptop/filing Cabinet	Password/ secure location	
	Tenancy Agreements	No	Property	Service to community	No	Contract	Yes		Clerk	Annually	See Document Retention Policy	Laptop/filing Cabinet	Password/ secure location	
	Tenant Contact Details	No	Property	Contact	No	Contract	Yes	Allotments Association and its members	Clerk	Annually	See Document Retention Policy	Laptop/filing Cabinet	Password/ secure location	
Website														
	Personal Contact Details - for Enterprises	No	Advertising	Service to community	No	Contract	No	In the public domain	Clerk	On receipt	Until reviewed/ removal requested	Website	None required	Record of consent required - opportunity to review with advertisers
General Contacts														
	Email Addresses	Yes	Yes	Democracy	No	Yes	Privacy Notice	Any reasonable request	Clerk	On raising	See Document Retention Policy	Laptop/filing Cabinet	Password/ secure location	