SLCC
Society of Local Council Clerks
Professional Supportive Innovative

Inventory of Data captured and stored by Hittisleigh Parish Council

22/02/2021

Note for Users: Don't just copy it; think about each box and what is factually correct in your council These schedules are indicative of council activity. If your Council carries out activities not listed you will need to add those activities and consider the same headings for each activi

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 share this data? LIST THEM ALL**	**Who is responsible for keeping it?**	**How often is it checked?**	**How long do we keep it?**	**Where is it held?**	**Protection?**	**Action needed**
Staff														
	Employment contracts	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers	Clerk	On appointment	Duration of Employment plus 6 year	Server	password	
	Leave/sickness record	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers; HMRC; payroll company	Finance Officer	Weekly	last financial year	Open shelf	No	
	Discipline/Grievance record	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Server	password	
	Next of Kin details	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Server	password	
	Accident/Injury record	No	HR	H&S	Yes	Contract	Yes	External Professional Advisers	Clerk	As required	doc retention policy	Open shelf		
	Pension details	Yes	HR	Legislative requirement		Not required	Not applicable	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Filing cabinet		
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company	Finance Officer	monthly	duration of employment	Filing cabinet		
	Contact details	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Server	password	
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Our Bank Payroll Company	Finance Officer	Monthly	duration of employment	Payroll software	password	
	Job applications (unsuccessful applicants)	Yes	HR	Employment	No	Yes	Yes		Clerk	On application	until appointment made	Filing cabinet		
	Job applications/references (successful applicants)	Yes	HR	Employment	No	Yes	Yes		Clerk	On appointment	duration of employment	Filing cabinet		
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet		
	Performance Plans	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet		
Councillors	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All Staff	At election	term of office	website	no	
	Personal contact details	No	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All staff	At election	term of office	Server	password	
	Personal email addresses	No	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All staff	At election	term of office	Notice boards	no	
Contractors/Suppliers														
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers	Finance Officer	When appointed	2 years from last contract	Accounts software	password	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Finance officer	On payment	doc retention policy	Accounts software	password	
	purchase orders		business	Purchasing					All staff	On raising	doc retention policy	Files	no	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	All staff	On raising	doc retention policy	Files	no	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our Bank	Finance Officer	On payment	doc retention policy	Server	password	
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Clerk	On appointment	doc retention policy	Server	password	
	References	No	Business	Contact	No	Contract	Yes	External professional advisers	Clerk	On appointment	doc retention policy	Server	password	
Residents	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External professional advisers	All staff	On receipt	1 year	Server	password	
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	doc retention policy	Server	password	
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	All staff	On receipt	1 year	Server	password	
Community Organisations														
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No Contract	Nobody without consent	All staff	Annually	2 years	Server	password	
	Grant Application Forms	Perhaps	Democracy	Service to Community	No	Privacy Notice	No Contract	External Professional Advisers	All staff	Annually	2 years	Server	password	
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No Contract	Names become Public Knowledge, other data is confidential	All Staff	On appointment	See document Retention Policy	Server	password	
Civic Lists														
	Contact details		Civic events	Invitations	No	Privacy Notice	No Contract	Nobody without consent	Civic Officer	Annually	2 years	Server	password	
		No	Mayoral functions	Invitations	No	Privacy Notice	No Contract	Nobody without consent	Civic Officer	Annually	1 year	Server	password	
Planning														
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Democratic Officer	On receipt	1 year	Server	password	
Property														
	Leases/licenses	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	indefinitely	Server	password	
	Tenant Contact Details	No	Democracy	Contact	No	Contract	Yes	External Professional Advisers	Finance Officer	Annually	See document Retention Policy	Filing cabinet		
	Covenants	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Civic Officer	Annually	See document Retention Policy	Files	no	
	Public rights of way	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Democratic Officer	Annually	See document Retention Policy	Files		
	Service level agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	External Professional Advisers	Director	Annually	See document Retention Policy	Files		
General Contacts														
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	All staff	Annually	1 year	Server	password	

Council Profile	**Small Town Council**
	Councillors ?
	Staff 1 P/t Clerk/RFO
	Electorate
	Precept