

Inventory of Data Held by Tidenham Parish Council - June 2018

AFFECTED PARTY	TYPE OF DATA	USAGE	REASON FOR RETENTION	LEGAL REQUIREMENT	CONTRACT OR PRIVACY NOTICE	CONSENT	THIRD PARTY SHARING	RESPONSIBLE HOLDER	REVIEW	RETENTION PERIOD	STORAGE	SECURITY	ACTION
Employees	Employment contracts	Personnel	Employment Law	Yes	Contract	No	Council members	Clerk	Yearly	Period of employment plus retention period	Server & secure cabinet	Password & lock	Destroy after retention period
Employees	Leave & sickness record	Personnel	Employment Law	Yes	Contract	No	Council members	Clerk	As required	Period of employment plus retention period	Server & secure cabinet	Password & lock	Destroy after retention period
Employees	Discipline & Grievance record	Personnel	Employment Law	Yes	Contract	No	Council members	Clerk	As required	Period of employment plus retention period	Server & secure cabinet	Password & lock	Destroy after retention period
Employees	Next of Kin details	Personnel	Personnel Record	No	Contract	No	No	Clerk	As required	Duration of employment	Server & secure cabinet	Password & lock	Destroy after retention period
Employees	Accident & Injury record	Personnel	Employment Law	Yes	Contract	No	External Professional	Clerk	As required	Period of employment plus retention period	Server & secure cabinet	Password & lock	Destroy after retention period
Employees	Pension details	Personnel	Employment Law	Yes	Contract	No	External Professional	Clerk	As required	Duration of employment & 3 full tax years after leaving date	Server & secure cabinet	Password & lock	Destroy after retention period
Employees	PAYE detail	Personnel	Employment Law	Yes	Contract	No	External Professional	Clerk	Monthly	Duration of employment & 3 full tax years after leaving date	Server & secure cabinet	Password & lock	Destroy after retention period
Employees	Contact details	Personnel	Personnel Record	No	Contract	No	No	Clerk	As required	Duration of employment	Server & secure cabinet	Password & lock	Destroy after retention period
Employees	Bank details	Personnel	Personnel Record	No	Contract	No	No	Clerk	As required	Duration of employment	Server & secure cabinet	Password & lock	Destroy after retention period
Employees	Job applications (unsuccessful applicants)	Personnel	Personnel Record	No	Contract	No	Council members	Clerk	On application	Until rejection notification	Server & secure cabinet	Password & lock	Destroy rejected applications
Employees	Job application & references (successful application)	Personnel	Personnel Record	No	Contract	Yes	Council members	Clerk	On application	Period of employment plus retention period	Server & secure cabinet	Password & lock	Destroy after retention period
Employees	Staff Appraisals	Personnel	Personnel Record	No	Contract	No	Council members	Clerk	Yearly	Period of employment plus retention period	Server & secure cabinet	Password & lock	Destroy after retention period
Employees	Training records	Personnel	Personnel Record	No	Contract	No	No	Clerk	As required	Period of employment plus retention period	Server & secure cabinet	Password & lock	Destroy after retention period
Councillors	Declarations of Interest	Public	legislative requirement	Yes	Privacy Notice	No	Public	Clerk	Yearly	term of office	Server & secure cabinet	None	Delete when out of office
Councillors	Personal contact details	Public	legislative requirement	Yes	Privacy Notice	No	Public	Clerk	As required	term of office	Server & secure cabinet	None	Delete when out of office
Councillors	Email Addresses	Public	legislative requirement	Yes	Privacy Notice	No	Public	Clerk	As required	term of office	Server & secure cabinet	None	Delete when out of office
Contractors	Contact details	Commercial	Contractual	No	Contract	Yes	External Professional Advisers	Clerk	When appointed	Duration of contract plus retention period	Server & secure cabinet	Password & lock	Destroy after retention period
Contractors	Invoices	Commercial	Contractual	Yes	Contract	Yes	Public inspection on demand	Clerk	On payment	Duration of contract plus retention period	Server & secure cabinet	Password & lock	Destroy after retention period
Contractors	Quotations	Commercial	Contractual	Yes	Contract	Yes	Public inspection on demand	Clerk	On raising	Duration of contract plus retention period	Server & secure cabinet	Password & lock	Destroy after retention period

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Contractors	Bank Account details	Commercial	Contractual	No	Contract	Yes	Bank	Clerk	On payment	Duration of contract plus retention period	Server & secure cabinet	Password & lock	Destroy after retention period
Contractors	Insurance	Commercial	Contractual	No	Contract	Yes	External professional advisers	Clerk	When appointed	Duration of contract plus retention period	Server & secure cabinet	Password & lock	Destroy after retention period
Contractors	References	Commercial	Contractual	No	Contract	Yes	External professional advisers	Clerk	When appointed	Duration of contract plus retention period	Server & secure cabinet	Password & lock	Destroy after retention period
Parishioners	Complaints	Democracy	Democracy	No	Privacy Notice	Yes	External professional advisers	Clerk	On receipt	doc retention policy	Server & secure cabinet	Password & lock	Destroy after retention period
Parishioners	Freedom of Information requests	Democracy	Democracy	Yes	Privacy Notice	Yes	External Professional Advisers	Clerk	On receipt	doc retention policy	Server & secure cabinet	Password & lock	Destroy after retention period
Parishioners	Electoral Register	Democracy	Democracy	Yes	Not required	No	Public Document required by law	Clerk & Admin Asst.	None	Current year	Secure cabinet	Lock	Destroy after retention period
Community	Email Addresses	Democracy	Contact	No	Privacy Notice	No Contract	Nobody without consent	Clerk	Annually	As per privacy notice	Server	password	Destroy after retention period
Community	Grant Application Forms	Democracy	Service to Community	No	Privacy Notice	No Contract	External Professional Advisers	Clerk	Annually	As per privacy notice	Server	password	Destroy after retention period
Community	CCTV data	Community Safety	Service to Community	No	Privacy notice	No	Police	Police	None	One month on camera	At police discretion	password	None
Tenants	Tenancy agreement	Management of tanancy	Contractual	Yes	Contract	No	Management agent	Clerk	N/A	Contract plus retention period	Management agent. Server & secure cabinet	Password & lock	Destroy after retention period
Tenants	Tenant contact details	Management of tanancy	Contractual	Yes	Contract	No	Management agent	Clerk	As required	Contract plus retention period	Management agent. Server & secure cabinet	Password & lock	Destroy after retention period

Approved by Full Council 20th June 2018 Minute 2018/2019 Page 5 Item 15 (e)

Reviewed and re-adopted 15th January 2020 Minute 2019/2020 Page 27 Item 11 (e)