

## Inventory of Personal Data Captured, Stored and Processed by Rolleston on Dove Parish Council

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

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data				3. Consent
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?
Staff							
	Contract	Yes	HR	It is a contract	No	Contract	Yes
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable
	Leave Form	No	HR	Employment Purposes	No	Yes	Yes
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes
	Performance Plans	Yes	HR	Employment	No	Yes	Yes
Councillors							
	Declarations of Inte	Yes	Democracy	Legislative requirement	Yes	Not required	Not applicable
	Personal Contact De	No	Democracy	Legislative requirement	Yes	Not required	Not applicable
	Email Addresses	No	Democracy	Legislative requirement	Yes	Not required	Not applicable
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
	Invoices	No	Business	Payment	No	Contract	Yes
	Purchase orders	No	Business	Purchasing	No	Contract	Yes
	Quotations	No	Business	Purchasing	No	Contract	Yes

	Insurance	No	Business	Contract	No	Contract	Yes
	References	No	Business	Contact	No	Contract	Yes
<b>Residents</b>							
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract
	Freedom of Informa	No	Democracy	Democracy	Yes	Privacy Notice	No contract
	General Correspond	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract
<b>Community Organisations</b>							
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract
	Grant Application Fo	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract
<b>Planning</b>							
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract
<b>Property</b>							
	Deeds/leases for lar	No	Property	Council function	No	Public Document	Yes
<b>General Contacts</b>							
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable

**Inventory assembled on 25/01/2019 and last updated**

*out activities not listed you will need to add those activities and consider the same headings for each activity.*

4. Sharing Personal Data	5. Our internal processes	
With whom do we share this data? LIST THEM ALL	Who is responsible for keeping this data?	How often is it checked?
External Professional Advisers	Clerk	On appointment and on review
External Professional Advisers; HMRC; payroll company	Clerk	Monthly
External Professional Advisers	Clerk	Yearly
	Clerk	As required
	Clerk	As required
This is Public Knowledge	Clerk	At Election
This is Public Knowledge	Clerk	At Election
This is Public Knowledge	Clerk	At Election
External Professional Advisers	Clerk	When appointed
Public inspection on audit	Responsible Finance Officer	On raising
Public inspection on audit	Responsible Finance Officer	On raising
Public inspection on audit	Responsible Finance Officer	On raising

External professional advisers	Responsible Finance Officer	On appointment
External professional advisers	Responsible Finance Officer	On appointment
Public Document required by law, which we choose to hold.	Clerk	On receipt
External Professional Advisers, MPs, principal councils.	Clerk	On receipt
External Professional Advisers	Clerk	On receipt
External Professional Advisers, MPs, principal councils.	Clerk	On receipt
Nobody without consent	Clerk	On receipt
External Professional Advisers	Clerk	On receipt
Our objection or approval is a public document	Clerk	On receipt
Public Document registered at Land Registry	Clerk	Annually
Any reasonable request	Clerk	On raising

I on 25/01/2019

How long do we keep it?	Where is it held?	Protection?
Duration of Employment plus 6 years	Laptop/filing cabinet	Password/Lock and key
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Duration of Employment plus 6 years	Laptop/filing cabinet	Password/Lock and key
Duration of employment	Filing cabinet	Lock and key
Duration of employment	Filing cabinet	Lock and key
Term of Office plus 4 years	Laptop/filing cabinet	Password/Lock and key
Term of Office plus 4 years	Laptop/filing cabinet	Password/Lock and key
Term of Office plus 4 years	Laptop/filing cabinet	Password/Lock and key
See Document Retention Policy	Laptop/filing cabinet	Password/Lock and key
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See Document Retention Policy	Laptop/filing cabinet	Password/Lock and key
See Document Retention Policy	Laptop/filing cabinet	Password/Lock and key
1 Year	Laptop/filing cabinet	None required
1 year	Laptop/filing cabinet	Password/Lock and key
2 years	Laptop/filing cabinet	Password/Lock and key
1 year	Laptop/filing cabinet	Password/Lock and key
See Document Retention Policy	Laptop/filing cabinet	Password/Lock and key
See Document Retention Policy	Laptop/filing cabinet	Password/Lock and key
1 year	Laptop/filing cabinet	None required
Indefinitely	Laptop/filing cabinet	Password/Lock and key
See Document Retention Policy	Laptop/filing cabinet	Password/Lock and key



