

## Inventory of Personal Data Captured, Stored and Processed

Inventory assembled on 01/04/2018 and Last updated on December 2025

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 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 the 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
														NOTE all data is held via Microshade and on the Cloud. There is restricted access to the that data.
Staff														
Clerk	Contract, PAYE, Pension, bank details, address	Yes	HR	Employment purposes	Yes	Contract	Yes	External Professional Advisors, HMRC, Payroll Company, Bank details, Pension information	Clerk	On appointment and on review	Duration of Employment plus 7 years	safe/ desktop /Filing Cabinet	Password/Lock and key	
Deputy Clerk	Contract, PAYE, Pension, bank details, address	Yes	HR	Employment purposes	Yes	Contract	Yes	External Professional Advisors, HMRC, Payroll Company, Bank details, Pension information	Clerk	Monthly	Duration of Employment plus 7 years	safe/desktop /Filing Cabinet	Password/Lock and key	
Finance and Administration Officer	Contract, PAYE, Pension, bank details, address	Yes	HR	Employment purposes	Yes	Contract	Yes	External Professional Advisors, HMRC, Payroll Company, Bank details, Pension information	Clerk	Duration of Employment	Duration of Employment plus 7 years	safe/desktop /Filing Cabinet	Password/Lock and key	
Facilities Manager	Contract, PAYE, Pension, bank details, address	Yes	HR	Employment purposes	Yes	Contract	Yes	External Professional Advisors, HMRC, Payroll Company, Bank details, Pension information	Clerk	Duration of Employment	Duration of Employment plus 7 years	safe/desktop /Filing Cabinet	Password/Lock and key	
Committee & Communications Officer	Contract, PAYE, Pension, bank details, address	yes	HR	Employment purposes	Yes	Contract	Yes	External Professional Advisors, HMRC, Payroll Company, Bank details, Pension information	Clerk	Duration of Employment	Duration of Employment plus 7 years	safe/desktop /Filing Cabinet	Password/Lock and key	
Grounds Maintenance Supervisor	Contract, PAYE, Pension, bank details, address	Yes	HR	Employment purposes	Yes	Contract	Yes	External Professional Advisors, HMRC, Payroll Company, Bank details, Pension information	Clerk	Duration of Employment	Duration of Employment plus 7 years	safe/desktop /Filing Cabinet	Password/Lock and key	
Grounds Maintenance Operatives	Contract, PAYE, Pension, bank details, address	yes	HR	Employment purposes	Yes	Contract	Yes	External Professional Advisors, HMRC, Payroll Company, Bank details, Pension information	clerk	Duration of Employment	Duration of Employment plus 7 years	safe/desktop /Filing Cabinet	Password/Lock and key	
	Leave Form	No	HR	Employment Purposes	No	Yes	Yes		Clerk	Yearly	Duration of Employment plus 7 years	safe/desktop /Filing Cabinet	Password/Lock and key	
	Staff Appraisals	Yes	HR	Employment purposes	No	Yes	Yes		Clerk	Annually	duration of employment	safe/desktop /Filing Cabinet	lock and key	
	Performance Plans	Yes	HR	Employment purposes	No	Yes	Yes		Clerk	Annually	duration of employment	safe/desktop /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 + 4 years	desktop /Filing Cabinet	Password/Lock and key	
	Personal Contact Details	Yes	Democracy	legislative requirement	Yes	Not Required	Yes	New legislation means that Councillors may withhold information on personal addresses	Clerk	At Election	Term of Office + 4 years	desktop /Filing Cabinet	Password/Lock and key	
	Email Addresses	No	Democracv	legislative requirement	Yes	Not Required	Not applicable	This is public knowledge	Clerk	At Election	Term of Office + 4 years	desktop /Filing Cabinet	Password/Lock and key	

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Contractors/Suppliers														
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisors	Clerk	When Appointed	See Document Retention Policy	desktop /Filing Cabinet	None required	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on Audit	Responsible Finance Officer	On raising	See Document Retention Policy	Desktop /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	Desktop/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	Desktop/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	Desktop/filing Cabinet	Password/ Lock & key	
	Insurance	No	Business	Contract	No	Contract	Yes	External Professional Advisors	Responsible Finance Officer	On appointment	See Document Retention Policy	Filing cabinet	Lock and key	
	References	No	Business	Contact	No	Contract	Yes	External Professional Advisors	Responsible Finance Officer	On appointment	See Document Retention Policy	Filing cabinet	Lock and key	
Residents /MoP														
	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	desktop /Filing Cabinet	Lock and key	
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Principal Councils	Clerk	On receipt	1 year	Filing cabinet	Lock and key	
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisors	Clerk	On receipt	2 years	Filing cabinet	Lock and key	
	Surveys - Google forms / paper copies	Yes	Resident Engagement	To obtain feedback on Council initiatives	No	Privacy / data protection policy	No Contract	Council Officers, External Professionals with Consent	Clerk	On receipt	When the survey has been concluded + 6 months	desktop / filing cabinet	Password/ Lock & key	
	General Correspondence from MOP's	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Principal Councils	Clerk	On receipt	1 year	desktop /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	Desktop/filing cabinet	Password/ Lock & key	

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	Grant Application Forms	Perhaps	Democracy	Service to Community	No	Privacy Notice	No contract	External Professional Advisors	Clerk	On receipt	See Document Retention Policy	Filing cabinet	Lock and key	
	Bank Account details	No	Democracy	Payment	No	Contract	Yes	Our Bank	Responsible Finance Officer	On raising	See Document Retention Policy	Desktop/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	Desktop	None required	
Property														
	Lease Documents	Yes	Property	Council Function	Yes									
	Land Registry	No	Property	Council Function	No	Public Document	Yes	Public document registered at Land Registry	Clerk	Annually	Indefinably	Filing cabinet	lock and key	
Allotments														
	Tenancy Agreements	Yes	Property records	Service to Community	No	Tenancy Agreement	Yes	Allotments Association and its members	Clerk	Annually	See Document Retention Policy	Filing cabinet	lock and key	
	Tennant Contact Details	No	Property records	Contact	No	Tenancy Agreement	Yes	Allotments Association and its members	Clerk	Annually	See Document Retention Policy	desktop /Filing Cabinet	Password/ Lock & key	
Community Centres														
	Certificate of Land Registry	No	Property records	Council Function	No	Public Document	Yes	Public document registered at Land Registry	Clerk	Annually	See Document Retention Policy	Safe	lock and key	
General Contracts														
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	Clerk	On raising	See Document Retention Policy	Desktop	Password	
	Email Contacts	No	Business	Contact	No	Privacy Notice	Yes	Nobody without consent	Clerk	On receipt	See Document Retention Policy	desktop/filing Cabinet	Password/ Lock & key	
Parish Council buildings / pitches hire														
Companies /sports clubs /and members of the public who hire Parish Council Buildings / pitches	Email Addresses business/residential addresses / telephone numbers	Yes	Business	To allow the use of council buildings and sports pitches	No	Hire form / licence agreement	yes	Nobody without consent	Clerk	Duration of hire / licence	1 year or term of licence	desktop /Filing Cabinet	Password/Lock and key	
Council Profile	Haddenham Parish Council													
Councillors	11													
Staff	1 Clerk 1 Deputy Clerk 1 Finance & Administration Officer, 1 Facilities Manager, 1 Committee & Communications Officer, 1 Grounds Maintenance Supervisor, 2 Grounds Maintenance Operatives													
Electors	5,137													
Precept	£630,000													

[illegible]