

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
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	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	

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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	

