

Inventory of Personal Data Captured, Stored and Processed by Weedon Parish Council

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
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes
	Pension details	Yes	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 Interest	Yes	Democracy	legislative requirement	Yes	Not required	Not applicable
	Personal Contact Details	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
	Bank Account details	No	Business	Payment	No	Contract	Yes
	Insurance Details	No	Business	Contract	No	Contract	Yes
	References	No	Business	Contact	No	Contract	Yes
Residents							
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract
	Planning Applications & Objections	No	Democracy	We are consulted on applications	Yes	Public document	No contract
	General Correspondence from Members of the Public	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract
Community Organisations							
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract
	Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No contract
Tenants							

	Tenancy Agreements	No	Property Records	Legal	No	Tenancy Agreement	Yes
	Rent Review Correspondence	no	Property Records	Legal	no	Tenancy Agreement	Yes
	Tenant Contact Details	No	Property Records	Contact	No	Tenancy Agreement	Yes
Graveyard Users							
	Contact details of register of grave owners	No	Legal	Contract	No	Contract	Yes
	Contact details of next of kin of deceased grave owners	No	Contact	Contact	No	Privacy Notice	No
General Contacts							
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable

Inventory assembled on 29/10/2018 and Last updated on 21/05/2024

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?	How long do we keep it?	Where is it held?
External Professional Advisers	Clerk	On appointment and on review	Duration of Employment plus 6 years	Laptop/filing Cabinet
External Professional Advisers; HMRC; payroll company	Clerk	Monthly	Duration of Employment plus 6 years	Laptop/filing Cabinet
Our Bank; Payroll company	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/filing Cabinet
External Professional Advisers; payroll company; Pension Fund Managers; HMRC	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/filing Cabinet
External Professional Advisers	Clerk	Yearly	Duration of Employment plus 6 years	Laptop/filing Cabinet
	Clerk	As required	duration of employment	Filing cabinet
	Clerk	As required	duration of employment	Filing cabinet
This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet
This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet
This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet
External Professional Advisers	Clerk	When Appointed	See document Retention Policy	Laptop/filing Cabinet
Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet
Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet
Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet
Our bank	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet
External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/filing Cabinet
External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/filing Cabinet
Public Document required by law, which we choose to hold.	Clerk	On receipt	1 Year	Laptop/filing Cabinet
External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/filing Cabinet
External Professional Advisers	Clerk	On receipt	2 years	Laptop/filing Cabinet
Applications and our objection or support are public documents	Clerk	On receipt	1 year	Laptop/filing Cabinet
External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/filing Cabinet
Nobody without consent	Clerk	On receipt	See document Retention Policy	Laptop/filing Cabinet
External Professional Advisers	Clerk	On receipt	See document Retention Policy	Laptop/filing Cabinet
Names become Public Knowledge, other data is confidential	Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet

External Professional Advisors	Clerk		See document Retention Policy	Laptop/filing Cabinet
External Professional Advisors	Clerk		See document Retention Policy	Laptop/filing Cabinet
External Professional Advisors	Clerk		See document Retention Policy	Laptop/filing Cabinet
Any reasonable request	Clerk	On raising	Indefinitely	Laptop/filing Cabinet
Nobody without consent	Clerk	On receipt	Until updated or we are asked to delete	Laptop/filing Cabinet
Any reasonable request	Clerk	On raising	See document Retention Policy	Laptop/filing Cabinet

	6. Action Needed
Protection?	Action needed
Password/ Lock & key	Check that contract contains necessary consents. If not, update
Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	
lock and key	
lock and key	
Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	Clerk must compile a List of ALL of the contracts which involve our holding any 'personal data'
Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	
None required	
Password/ Lock & key	Draft Privacy Notice for website & to send anyone whose data we hold.
Password/ Lock & key	
None required	
Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	

Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	
Password/ Lock & key	Update graveyard documents to include consents to hold personal data
Password/ Lock & key	
Password/ Lock & key	Send email, with privacy notice, to everyone on village email list, requesting permission to continue to contact by email. Repeat every other year.