

Inventory of Personal Data Captured, Stored and Processed by Weedon Old Schoolroom

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1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data				3. Consent	4. Sharing Personal Data	5. Our internal processes				
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? 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, does it demonstrate all necessary consents?	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?	Protection?
TRUSTEES	Personal Contact Details (name, address, phone)	No	Charity Commission	Legislative requirement	Yes	Not required	not applicable	Charity Commission	Secretary	As required	Term of Office plus 4 years	Laptop/Filing cabinet	Password/Lock & key
	Date of birth	No	Charity Commission	Legislative requirement	Yes	Not required	not applicable	Charity Commission	Secretary	On first contact only	Dispose of it once input into Charity Commission website	N/A	
	Email Addresses	No	Communication	Contact	No	Not required	not applicable	Charity Commission	Secretary	As required	Term of Office plus 4 years	Laptop/Filing cabinet	Password/Lock & key
	Trustee Declaration	No	Charity Commission	Legislative Requirement	Yes	Not required	not applicable	Charity Commission	Secretary	As required	Indefinitely	Laptop/Filing cabinet	Password/Lock & key
HALL HIRERS	Personal Contact Details (name, address, phone)	No	Business	Contact	No	Contract	Yes	No-one. Hirers referred to by group name only.	Bookings Secretary, Treasurer	On first contact only	See document retention policy	Laptop/Secure Cupboard	Password/Lock & key
	Email Addresses	No	Business	Contact	No	Contract	Yes	No-one	Bookings Secretary, Treasurer	On first contact only	See document retention policy	Laptop/Secure Cupboard	Password/Lock & key
	Bank details re cheques and transfers	No	Business	Payment	No	Contract	Yes	No-one	Treasurer	On receipt	See document retention policy	Laptop/Secure Cupboard	Password/Lock & key
DONORS	Personal Contact Details inc name, address, phone, email	No	Business	Contact	Yes	Not required	not applicable	HMRC re gift aid	Treasurer	On receipt	See document retention policy	Laptop/Filing cabinet	Password/Lock & key

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CONTRACTORS & SUPPLIERS where we hold personal data of an actual person (not the data of a limited company or corporate organisation)	Contact details	No	Business	Contact	No	Contract	Yes	External professional advisers	Delegated Trustees	On appointment	See document retention policy	Laptop/Filing cabinet	Password/Lock & key
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Treasurer	On raising	See document retention policy	Laptop/Filing cabinet	Password/Lock & key
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Treasurer	On raising	See document retention policy	Laptop/Filing cabinet	Password/Lock & key
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Treasurer	On receipt	See document retention policy	Laptop/Filing cabinet	Password/Lock & key
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank	Treasurer	On payment	See document retention policy	Laptop/Filing cabinet	Password/Lock & key
	Insurance Details	No	Business	Contract	No	Contract	Yes	External professional advisers	Treasurer	On appointment	See document retention policy	Laptop/Filing cabinet	Password/Lock & key
	References	No	Business	Contract	No	Contract	Yes	External professional advisers	Treasurer	On appointment	See document retention policy	Laptop/Filing cabinet	Password/Lock & key
COMMUNITY ORGANISATIONS	Email Addresses, which may be personal ones	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Delegated Trustees	On receipt	See document retention policy	Laptop/Filing cabinet	Password/Lock & key
GENERAL CONTACTS	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Delegated Trustees	On receipt	See document retention policy	Laptop/Filing cabinet	Password/Lock & key