

Inventory of Data Captured, Stored and Processed by Tichborne Parish Council
Inventory assembled on 05/07/2018 and approved on 15/10/2018

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 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?	With whom do we share this 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														
	Employment contracts	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers	Clerk	On appointment	Duration of Employment plus 6 years	Clerk's PC & filing cabinet	password, lock & key	
	Leave/sickness record	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers; HMRC	Clerk	Weekly	last financial year	Accounts software	No & password	Yes - secure location?
	Discipline/Grievance record	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC	Clerk	As required	duration of employment	Clerk's PC	password	
	Next of Kin details	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	lock & key	
	Accident/Injury record	No	HR	H&S	Yes	Contract	Yes	External Professional Advisers	Clerk	As required	doc retention policy	Filing cabinet		
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC	Clerk	As required	duration of employment	Filing cabinet	lock and key	
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC	Clerk and Payroll Bureau	monthly	duration of employment	Filing cabinet	lock and key	
	Contact details	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC	Clerk	As required	duration of employment	Clerk's PC & filing cabinet	password, lock & key	
	Bank details	No	HR	To pay staff salary	No	Contract	Yes	Bank	Clerk	Monthly	duration of employment	Online Banking	password	
	Job applications (unsuccessful applicants)	Yes	HR	Employment	No	Yes	Yes		Clerk	On application	until appointment made	Filing cabinet	lock and key	
	Job applications/references (successful applicants)	Yes	HR	Employment	No	Yes	Yes		Clerk	On appointment	duration of employment	Filing cabinet	lock and key	
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key	
	Performance Plans	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key	
Councillors	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	Clerk	At election	term of office	Website & filing cabinet	lock & key	
	Personal contact details	No	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	Clerk	At election	term of office	Clerk's PC & filing cabinet	password, lock & key	
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	Clerk	At election	term of office	Notice boards, website	no	
Contractors/Suppliers														
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers	Clerk	When appointed	2 years from last contract	Accounts software	password	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Clerk	On payment	doc retention policy	Accounts software & filing cabinet	password	
	purchase orders		business	Purchasing					Clerk	On raising	doc retention policy	Files	no	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Clerk	On raising	doc retention policy	Files	no	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our Bank	Clerk	On payment	doc retention policy	Clerk's PC	password	
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Clerk	On appointment	doc retention policy	Clerk's PC & filing cabinet	password, lock & key	
	References	No	Business	Contact	No	Contract	Yes	External professional advisers	Clerk	On appointment	doc retention policy	Clerk's PC	password	
Residents	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External professional advisers	Clerk	On receipt	1 year	Clerk's PC	password	
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	doc retention policy	Clerk's PC	password	
	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	Filing cabinet	lock & key	
Community Organisations														
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No Contract	Nobody without consent	Clerk	Annually	2 years	Clerk's PC	password	
	Grant Application Forms	Perhaps	Democracy	Service to Community	No	Privacy Notice	No Contract		Clerk	Annually	2 years	filing cabinet	lock & key	
Property														
	Leases/licenses	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	indefinitely	Clerk's PC, safe	password, Locked	
	Tenant Contact Details	No	Democracy	Contact	No	Contract	Yes	External Professional Advisers	Clerk	Annually	See document Retention Policy	Filing cabinet, Safe	lock and key	
	Covenants	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	filing cabinet	lock & key	
	Public rights of way	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	open storage		
	Service level agreements	No	Property records	Service to Community	No	contract	Yes	External Professional Advisers	Clerk	Annually	See document Retention Policy	Filing cabinet	lock and key	
General Contacts														
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	Clerk	Annually	1 year	Clerk's PC	password	

Council Profile	
	Seven Councillors
	Staff 1 Clerk
	Electorate 187 (Dec 2017)
	Precept 2018/2019 £4325