Stanton Lacy Parish Council Data and Record Audit January 2026

Data Category	What Personal Data?	Purpose	How Its collected	Lawful Basis	Shared With	Security controls	Data Retention Period	Action Required
Minute Books	Names, roles, public comments	Public information	At meetings or correspondence	Legal obligation	Public	Not necessary as public information. Displayed on website and notice boards. PC computer and paper copies at Clerk's home address. Names of public at meetings are not recorded in minutes.	Indefinitely	Archive to Shropshire Records after 5 years.
Employee Payment Records	Name, Address, DoB, NI, payroll data.	Audit and Annual Return. HMRC. Insurance.	Directly from employee	Legal Obligation	HMRC, Councillors Auditor	Held on PC Computer and Paper copies at Clerk's home. Some information recorded in minutes as public record.	12 years.	Normal household security, password protected pc and one drive, locked filing cabinet.
Documents Relating to Staff including contract and disciplinary records	Appraisals, disciplinary records, occupational health records	Management of Staff	Directly from employee	Legal obligation	Councillors Auditor	Held on PC Computer and Paper copies at Clerk's home.	12 years	Normal household security, password protected pc and one drive, locked filing cabinet.
Planning Applications	Name and address of applicant	For discussion at Parish Council meetings.	From Shropshire Council	Part of planning consultation process	Public	Retain until Development is completed. (Now all documents are online)		Destroy any papers of properties once completed.
Insurance Policies	Record of claim involving member of public	Audit	Correspondence with member of public with agreement to include in claim.	Legal Obligation	Insurance Company, Councillors	Held on PC Computer and Paper copies at Clerk's home	12 years.	Destroy after 12 years.
Information from other bodies (circulars) and magazine and journals	None	Information for Parish Council Meetings	Various	No processing necessary	Public	Held on PC Computer and Paper copies at Clerk's home	Retain for as long as useful or relevant	Destroy any out-of-date material
Correspondence (non-audit or planning)	Name address and details including complaints and resolution.	For discussion at Parish Council Meetings.	Directly from correspondee or complainant.	For discussion.	Clerk/Chair for complaints Councillors for other correspondence	Held on password protected PC Computer and One Drive and Paper copies at Clerk's home in locked filing cabinet..	Six months	Clear emails and delete personal correspondence email addresses every six months. If relevant retain in electronic correspondence folder after requesting consent.

Stanton Lacy Parish Council Data and Record Audit January 2026

Receipt and payment account	Name, payment details.	Audit	Directly from invoices/remittance	Legal Obligation	Public	Held on password protected PC Computer and One Drive and Paper copies at Clerk's home in locked filing cabinet.	Indefinite	Archive to Shropshire Records after 5 years
Bank Statements	Bank details	Audit	Directly from bank	Audit	Councillors/Auditor	Held on password protected PC Computer one Drive and Paper copies at Clerk's home in locked filing cabinet	Last Completed Audit Year	Destroy after audit completed. Delete electronic. Shred paper
Bank Paying in Books	Name bank details	Audit	Directly from client/contractor	Audit	Councillors/Auditor	Held on password protected PC Computer one Drive and Paper copies at Clerk's home in locked filing cabinet	Last Completed Audit Year	Destroy after audit completed, Delete electronic. Shred paper
Cheque Book Stubs	Name	Audit	Directly from invoices	Audit	Councillors/Auditor	Held on password protected PC Computer one Drive and Paper copies at Clerk's home in locked filing cabinet	Last Completed Audit Year	Destroy after audit completed. Delete electronic. Shred paper
Quotations and Tenders	Name, address,	Audit	Directly from the tendee.	Audit	Councillors/Auditor	Held on password protected PC Computer one Drive and Paper copies at Clerk's home in locked filing cabinet.	6 years	Delete electronic. Shred paper.
Paid Invoices	Name	Audit	Directly from Invoices	Audit	Councillors/Auditor	Held on password protected PC Computer one Drive and Paper copies at Clerk's home in locked filing cabinet.	6 years	Delete electronic. Shred paper
VAT records		Audit	Directly from invoices	Audit. Legal Obligation	Councillors/auditor	Held on password protected PC Computer one Drive and Paper copies at Clerk's home in locked filing cabinet.	6 Year (or 20 years on VAT on rents)	Delete electronic. Shred paper
Timesheets	Name	To inform accounts	Directly from employee	Legal obligation	Councillors/Auditor	Held on password protected PC Computer one Drive and Paper copies at Clerk's home in locked filing cabinet.	3 years (personal injury)	Delete electronic. Shred paper
Title deeds, leases,	Name, address	Audit.		Legal obligation	Councillors/Legal Advisor	Held on password protected PC	Indefinite	Archive once no longer relevant.

Stanton Lacy Parish Council Data and Record Audit January 2026

agreement and contracts						Computer one Drive and Paper copies at Clerk's home in locked filing cabinet.		
Register of Electors	Name, address	Elections	From Shropshire Council	Legal obligation	No sharing of data	Computer one Drive and Paper copies at Clerk's home in locked filing cabinet.	Until next full year	Delete electronic. Shred paper
Members Allowances Register	Name, address,	Audit	Directly from councillor	Legal obligation	Auditor/Electoral Commission	Held on password protected PC Computer and Paper copies at Clerk's home.	6 years	Delete electronic. Shred paper
Councillor Records	Name, Address, record of attendance	Electoral Commission	Directly from councillor	Legal obligation	Electoral Commission.	Held on password protected PC Computer and Paper copies at Clerk's home.	Until end of electoral term	Delete electronic. Shred paper

Data Processors (External)

Processor	**Purpose**	**Data Shared**	**Agreement in Place**	**Other Information**
Shropshire Council	Register of Electors	Received from SC	Yes	
HMRC	Statutory reporting of PAYE	Employed payroll details	No	
Pension Provider	Pension records	Employee details	No applicable as of Jan 2026	
Website Host	Hugo Fox	Employee details	No	