**Hindringham Parish Council Information Audit for GDPR 2018**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Subject** | **Personal Details** | **Where From** | **Purpose** | **Legal Basis** | **Time Held** | **Shared With** | **Purpose of Sharing** | **Privacy Notices** | **Destruction Date** |
| Personnel | Clerk | Contract | HPC | Contractual | Article 6(b) | During employment | Councillors | Appraisal | February 2018 | 6 months from termination |
|  |  | PAYE  | HPC | RTI | Article6(b) | As above | Auditor | Audit | As above | As above |
|  |  | Training Details | HPC | Contractual | Article6(b) | As above | Councillors | Appraisal | As above | As above |
| Incoming/outgoing correspondence | Electors | Names, addresses, email, telephone | Electors | Complaints/queries | Article6(e) | 6 years | Councillors | To attend to deal with complaints/queries | When corresponding | 6 years |
| Electoral Roll | Electors | Names, addresses | NNDC | Precept | 6(e ) | One year | None | N.A. | NNDC | On receipt of new Roll |

Approved……………………………..

Review ……May 2019………………………….