

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

Inventory assembled on 10/04/2018 and Last updated on 13.02.19

Clerk & Responsible Financial Officer are the same person

Boxes highlighted in yellow apply to Burton Overy Parish Council. Boxes highlighted in red indicate issues to be addressed.

Note for Users: Don't just copy it, think about each box and what is factually correct in your council. These schedules are indicative of council activity. If your Council carries out activities not listed you will need to add those activities and consider the same headings for each activity.

To whom does it relate?	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	
	What Data is it?	Including Sensitive Data?	What is it for?	Why do we have it?	Are we legally obliged to hold this data?	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 this data?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
Staff														
	Particulars of Employment	Yes	HR	Legislative requirement	Yes	Particulars of Employment	No	Councillors	Chairman	On appointment and on review	Duration of Employment plus 6 years	Filing cabinet	Lock and key	Use privacy notice
	PAYE	No	HR	Legislative requirement	Yes	No, Clerk keeps own data	Not applicable	HMRC & internal auditor	Finance Officer	Monthly	Duration of Employment plus 6 years	Filing box & laptop & hard drive	lock and key, password	
	Bank details	No	HR	To pay staff salaries	No	No, Clerk keeps own data	Not applicable	Our Bank	Finance Officer	Monthly	Duration of Employment plus 6 years	Laptop & hard drive	password	
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; payroll company; Pension Fund Managers;	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
	Leave Form	No	HR	Employment Purposes	No	Yes	Not applicable	External Professional Advisers	Clerk	Yearly	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
	Staff Appraisals	Yes	HR	Employment	No	Particulars of Employment	No	Councillors	Chairman	Annually	Duration of Employment plus 6 years	Filing cabinet	Lock and key	Use privacy notice
	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	Not applicable	This is Public Knowledge	Clerk & HDC staff	At election	term of office	website	no	
	Personal contact details	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk, Councillors & HDC staff	At election	term of office	Various	no	
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk, Councillors & HDC staff	At election	term of office	Laptop & hard drive	Password	
	Bank details	No	Financial expediency	No but complies with law	No	Not required	Not applicable	Our bank	No records kept by Council	At election	Destroyed after use	N/a	N/a	Use privacy notice
	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	No one	Finance Officer	When appointed	2 years from last contract	Filing box	lock & key	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Finance officer	On payment	See document Retention Policy	Filing box	lock & key	
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
	Quotations	No	Business	Purchasing	No	Contract	No	Public inspection on audit	Finance Officer	On raising	See document Retention Policy	Filing box	lock & key	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Finance Officer	On payment	See document Retention Policy	Filing box	lock & key	
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
	References	No	Business	Contact	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Residents														
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	Clerk & Councillors	On receipt	1 year	Filing box, laptop & hard drive	lock & key & password	
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External professional advisers, principle council	Clerk & Councillors	On receipt	1 year	Filing box, pc laptop & hard drive - servers & personal councillor emails	lock & key & password	Ensure all communication through new webmail addresses using template emails with appropriate privacy data.
	Freedom of Information requests	Sometimes	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk & Councillors	On receipt	See document Retention Policy	Filing box, laptop & hard drive	lock & key & password	Ensure all communication through new webmail addresses using template emails with appropriate privacy data.
	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/filing box	Password/ Lock & key	
Community Organisations														
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No Contract	No one	Clerk & Councillors	On receipt	2 years	Filing box, laptop & hard drive	lock & key & password	
	Grant Application Forms	No	Democracy	Service to Community	No	Privacy Notice	No Contract	No one	Clerk & Councillors	On receipt	2 years	Filing box, laptop & hard drive	lock & key & password	
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No Contract	Names become Public Knowledge, other data is confidential	Clerk & Councillors	Annually	See document Retention Policy	Filing box, laptop & hard drive	lock & key & password	
Planning														
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Democratic Officer	On receipt	1 year	Server	password	
Property														
	Lease for Recreation Ground	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	Indefinitely	Laptop/filing Cabinet	Password/ Lock & key	
Allotments														
	Tenancy Agreements	No	Property Records	Service to community	No	Tenancy Agreement	Yes	Allotments Association and its members	Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
	Tenant Contact Details	No	Property Records	Contact	No	Tenancy Agreement	Yes	Allotments Association and its members	Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Cottage Tenants														
	Legal Tenancy Agreement	No	Property Records	Contract	No	Contract	Yes	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
	Tenant Contact Details	No	Property Records	Contact	No	Contract	Yes	External Professional Advisers	Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Cemetery														
	Record of Burials	No	legal	Legislative requirement	Yes	Not applicable	not applicable	Public Document required by law	Clerk	On raising	Indefinitely	Laptop/filing Cabinet	Password/ Lock & key	
	Purchased Graves	Sometimes	legal	Contract	No	contract	Yes	Any reasonable request	Clerk	On raising	Indefinitely	Laptop/filing Cabinet	Password/ Lock & key	
	Contact Details of known Undertakers	No	Cemetery functions	Contact	No	We need a privacy notice	not applicable	Bereaved families	Clerk	On raising	Until the Undertaker closes down	Laptop/filing Cabinet	Password/ Lock & key	
Village Hall														
	Legal Agreements	No	Property Records	Recreation function	No	Contract	Yes	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
	Deeds - Land purchase	No	Property Records	Property Records	No	No	Public document	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
	Lease for Village Hall	No	Property Records	Property Records	No	Contract	Yes	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
General Contacts														
	Email Addresses	Yes	Democracy	Contact	Yes	Yes	Not applicable	Any reasonable request	Clerk & Councillors	As problems arise	1 year	Filing box, laptop & hard drive	lock & key & password	Ensure all communication through new webmail addresses using template emails with appropriate privacy data.
	Residents email addresses	No	Democracy	Contact	No	Yes	Not applicable	No one	Clerk & Councillors	As problems arise	Indefinitely	Laptop & hard drive	Password	Privacy notice & Consents. Ensure all communication through new webmail addresses using templates emails with appropriate privacy data

Council Profile	Small Parish Council
	Councillor 11
	Staff 1 Clerk Part time
	Electorate 5000
	Precept 2018/2019 £57,411
	1 Recreational ground
	1 Play Park
	Allotments
	Cemetery
	64 Street Lights
	Cottage rented out
	Closed Churchyard
	Custodian of Village Hall