

Inventory of Personal Data Captured, Stored and Processed by Nash Mills Parish Council

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.

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data				3. Consent	4. Sharing Personal Data
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
Staff								
	Contract	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Our Bank; Payroll company
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; payroll company; Pension Fund Managers; HM
	Leave Form	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes	
	Performance Plans	Yes	HR	Employment	No	Yes	Yes	
Councillors								
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge
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	External Professional Advisers
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers
	References	No	Business	Contact	No	Contract	Yes	External professional advisers
Residents								
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers
	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.
Community Organisations								
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent
	Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External Professional Advisers
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No contract	Names become Public Knowledge, other data is confidential
Planning								
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document
Property								
	Lease for Play Park	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registryprofessional advisers when re ne
General Contacts								
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	nobody without consent
	Parish Magazine Contributors/advertisers	yes	Business	Contact/Business	no	Privacy Notice	n/a	Consent authority from held

Council Profile	Small Parish Council
	Councillor 8
	Staff 1 Clerk Part time 1p/t warden
	Electorate 2000
	Precept 2022/23 £30000
	1 Play Park (leased)

Inventory assembled on 15/08/2022 and to be reviewed post elections June 2023

5. Our internal processes					6. Action Needed
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
Clerk	On appointment and on review	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	Monthly	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	Yearly	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	As required	duration of employment	Filing cabinet	lock and key	
Clerk	As required	duration of employment	Filing cabinet	lock and key	
Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	When Appointed	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	Clerk must compile a List of ALL of the contracts which involve our holding any 'personal data'
Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	1 Year	Laptop/filing Cabinet	None required	
Clerk	On receipt	1 year	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	2 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	1 year	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	1 year	Laptop/filing Cabinet	None required	
Clerk	Annually	Indefinitely	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Clerk (1 Cllr has access too)*	Annually (diary note for Sept)	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	NB consent forms held electronically under Parish Magazine folder and sole Cllr with access to inform.