Inventory of Personal Data Captured, Stored and Processed by Flax Bourton Parish Council

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?**	**Sensitive Data?**	**What is it for?**	**Why do we have it?**	**Are we legally obliged to hold this data?**	**Have we a contract or privacy notice relating to the data subject?**	**Does contract demonstrate all necessary consents?**	**with whom do we share the data?**	**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	Contract	Yes	HR	It's a contract	Yes	Contract	Yes		Clerk	On appointment and on review	Duration of Employment plus 6 years	Desk Top /Filing Cabinet	Password/Lock & key	
	PAYE	Yes	HR	legislative requirement	Yes	Not Required	N/A	HMRC	RFO	Monthly	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/Lock & key	
	Bank details	No	HR	To pay Staff Salaries	No	Contract	Yes		Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/Lock & key	
	Pension details	Yes	HR	Legislative purposes	Yes	Not Required	N/A	HMRC, NEST	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/Lock & key	
Councillors	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not Required	N/A	Public	Clerk	At Election	Term of Office + 4 years	Laptop /Filing Cabinet	Password/Lock & key	
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not Required	N/A	Public	Clerk	At Election	Term of Office + 4 years	Laptop /Filing Cabinet	Password/Lock & key	
	Email Addresses	No	Democracy	legislative requirement	Yes	Not Required	N/A	Public	Clerk	At Election	Term of Office + 4 years	Laptop /Filing Cabinet	Password/Lock & key	
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisors	Clerk	When Appointed	See Document Retention Policy	Laptop /Filing Cabinet	None required	

Contractors/Suppliers	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on Audit	RFO	On raising	See Document Retention Policy	Laptop /Filing Cabinet	Password/ Lock & key	
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on Audit	RFO	On raising	See Document Retention Policy	Laptop /Filing Cabinet	Password/ Lock & key	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on Audit	RFO	On raising	See Document Retention Policy	Laptop /Filing Cabinet	Password/ Lock & key	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our Bank	RFO	On raising	See Document Retention Policy	Laptop /Filing Cabinet	Password/ Lock & key	
	Insurance	No	Business	Contract	No	Contract	Yes	External Professional Advisors	RFO	On appointment	See Document Retention Policy	Laptop /Filing Cabinet	Lock & key	
	References	No	Business	Contact	No	Contract	Yes	External Professional Advisors	RFO	On appointment	See Document Retention Policy	Laptop /Filing Cabinet	Lock & key	
Residents	Electoral Register	No	Democrac y	Democracy	No	N/A	No contract	Public Document required by law, which we choose to hold	Clerk	On receipt	1 Year	Laptop /Filing Cabinet	Lock & key	
	Complaints	Some-times	Democrac y	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Principal Councils	Clerk	On receipt	1 year	Filing cabinet	Lock & key	
	Freedom of Information requests	No	Democrac y	Democracy	Yes	Privacy Notice	No contract	External Professional Advisors	Clerk	On receipt	2 years	Filing cabinet	Lock & key	

	General Correspondence from MOP's	Some-times	Democracy	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Principal Councils	Clerk	On receipt	1 year	Laptop /Filing Cabinet	Password/ Lock & key	
Community Organisations	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See Document Retention Policy	Desktop/filing cabinet	Password/ Lock & key	
	Grant Application Forms	Some-times	Democracy	Service to Community	No	Privacy Notice	No contract	External Professional Advisors	Clerk	On receipt	See Document Retention Policy	Filing cabinet	lock & key	
	Bank Account details	No	Democracy	Payment	No	Contract	Yes	Our Bank	RFO	On raising	See Document Retention Policy	Desktop/filing cabinet	Password/ Lock & key	
Planning	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Clerk	On receipt	1 year	Desktop	None required	
Village Hall														
	Venue Bookings	No	Business	Payment	No	Privacy Notice	Yes	Nobody without consent	Village Hall Coordinator	On appointment	See Document Retention Policy	Filing cabinet	lock & key	
	Email Contacts	No	Business	Contact	No	Privacy Notice	Yes	Nobody without consent	Clerk/Village Hall Coordinator	On receipt	See Document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
General Contracts	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	N/A	Any reasonable request	Clerk	On raising	See Document Retention Policy	Desktop	Password	

Software	Scribe	No	Business	Payment / Receipts								Cloud UK	Password	
	Website	No										Cloud UK	Password	
	Facebook	No				Not Required	N/A	Clerk	Clerk			Cloud USA	Password	
	Google Drive	Yes										Cloud USA	Password	

Council P	**Small Parish Council**													
	Councillors 4			1 Village Hall			Electors c.700					1 Play area		
	Staff 1 Clerk, Village Orderly						Precept 2024/2025 £30,000							