

Cuddington Parish Council

Inventory of Personal Data Captured, Stored and Processed by Cuddington 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?	Includi ng 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 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 the data? LIST THEM ALL	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	No	Contract	Yes	External Professional Advisors	Clerk	On appointment and on review	Duration of Employment plus 6 years	Computer & Filing Cabinet	Password/Lock and key		
	PAYE	Yes	HR	legislative req	Yes	Not Required	Not applicable	External Professional Advisors: HMRC:Payro	Clerk	Monthly	Duration of Employment plus 6 years	Computer & Filing Cabinet	Password/Lock and key		
	Bank details	No	HR	To pay Staff S	No	Contract	Yes	Our Bank: Payroll Company	Clerk	Duration of Employment	Duration of Employment plus 6 years	Computer/Filing Cabinet	Password/Lock and key		
	Pension details	Yes	HR	Legislative pu	Yes	Not Required	Not applicable	External Professional Advisors: Payroll Company; pension fund Managers: HMRC	Clerk	Duration of Employment	Duration of Employment plus 6 years	Computer & Filing Cabinet	Password/Lock and key		
	Leave Form	No	HR	Employment	No	Yes	Yes	External Professional Advisors	Clerk	Yearly	Duration of Employment plus 6 years	Computer & Filing Cabinet	Password/Lock and key		
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key		
	Performance Plans	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key		
Councillors															
	Declarations of Interest	Yes	Democrac	legislative req	Yes	Not Required	Not applicable	This is public knowledge	Clerk	At Election	Term of Office + 4 years	Filing Cabinet	Password/Lock and key		
	Personal Contact Details	No	Democrac	legislative req	Yes	Not Required	Not applicable	This is public knowledge	Clerk	At Election	Term of Office + 4 years	Computer /Filing Cabinet	Password/Lock and key		
	Email Addresses	No	Democrac	legislative req	Yes	Not Required	Not applicable	This is public knowledge	Clerk	At Election	Term of Office + 4 years	Computer/ Filing Cabinet	Password/Lock and key		
Contractors/Suppliers															
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisors	Clerk	When Appointed	See Document Retention Policy	Desktop /Filing Cabinet	None required		
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on Audit	Responsible Finance Of	On raising	See Document Retention Policy	Desktop /Filing Cabinet	Password/ Lock & key		
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on Audit	Responsible Finance Of	On raising	See Document Retention Policy	Desktop/filing Cabinet	Password/ Lock & key		
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on Audit	Responsible Finance Of	On raising	See Document Retention Policy	Desktop/filing Cabinet	Password/ Lock & key		
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our Bank	Responsible Finance Of	On raising	See Document Retention Policy	Desktop/filing Cabinet	Password/ Lock & key		
	Insurance	No	Business	Contact	No	Contract	Yes	External Professional Advisors	Responsible Finance Of	On appointment	See Document Retention Policy	Filing cabinet	Lock and key		
	References	No	Business	Contact	No	Contract	Yes	External Professional Advisors	Responsible Finance Of	On appointment	See Document Retention Policy	Filing cabinet	Lock and key		
Residents															
	Electoral Register	No	Democrac	Democracy	No	Not applicabl	No contract	Public Document required by law, which we	Clerk	On receipt	1 Year	Desktop /Filing Cabinet	Lock and key		
	Complaints	Sometir	Democrac	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Princip	Clerk	On receipt	1 year	Filing cabinet	Lock and key		
	Freedom of Informatid	No	Democrac	Democracy	Yes	Privacy Notice	No contract	External Professional Advisors	Clerk	On receipt	2 years	Filing cabinet	Lock and key		
	General Corresponden	Perhaps	Democrac	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Princip	Clerk	On receipt	1 year	Desktop /Filing Cabinet	Password/ Lock & key		
Community Organisations															
	Email Addresses	No	Democrac	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See Document Retention Policy	Desktop/filing cabinet	Password/ Lock & key		
	Grant Application Form	Perhaps	Democrac	Service to Cor	No	Privacy Notice	No contract	External Professional Advisors	Clerk	On receipt	See Document Retention Policy	Filing cabinet	Lock and key		
	Bank Account details	No	Democrac	Payment	No	Contract	Yes	Our Bank	Responsible Finance Of	On raising	See Document Retention Policy	Desktop/filing cabinet	Password/ Lock & key		
Planning															
	Objections	No	Democrac	We are consulted on applications	Yes	Public Docum	No contract	Our objection or approval is a public docum	Clerk	On receipt	1 year	Desktop	None required		
Property															
	Lease to CSPPPFA Ltd	No	Property	Council Funct	No	Public Docum	Yes	Public document registered at Land Registr	Clerk	Annually	Indefinably	Filing cabinet	lock and key		
Allotments															
	Tenancy Agreements	No	Property r	Service to Cor	No	Tenancy Agre	Yes	Allotments Association and its members	Clerk	Annually	See Document Retention Policy	Filing cabinet	lock and key	TBA	
	Tenant Contact Detail	No	Property r	Contact	No	Tenancy Agre	Yes	Allotments Association and its members	Clerk	Annually	See Document Retention Policy	Desktop /Filing Cabinet	Password/ Lock & key	TBA	
General Contracts															
	Email Addresses	Yes	Democrac	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	Clerk	On raising	See Document Retention Policy	Desktop	Password		

Council Profile
Large Parish Council
 Councillors 10
 Staff 1 Clerk to the Council and RFO
 Electors 4875
 Precept 2018/2019 £79,348.00
 Boundary Lane Green Play Area
 Norley Road Playing Fields
 Weaverham Road Junior Football Pitches
 Land - Flea Moss Pit
 Cemetery inc Building