

**DATA PROTECTION - INFORMATION AUDIT**



Parish Council: Worstead Parish Council

Document	Personal Detail Held	Purpose	How it is held	Legal Basis	Length of Time to be Held	Shared With	Purpose of Sharing	Privacy Notice Issue Date	Destruction Date (if known)	Initial
<b>Personnel - Parish Clerk</b>										
Contract	Contractual detail.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Duration of employment	Parish Council Members	Annual appraisal			
CV	Address, e-mail, contact numbers and other personal data.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Duration of employment	Parish Council Members			6 months from termination of employment.	
References	Address, e-mail, contact numbers.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Duration of employment	Parish Council Members			7 months from termination of employment.	
Payroll Pension	Address, national insurance number, tax codes, accounts and PAYE references.	PAYE, Pension contributions (if applicable)	Electronically on PAYE system. Electronically and hard copy with Pension provider (if applicable).	Article 6(c) EU GDPR	7 years	HMRC PAYE Pension Fund Provider	Monthly payment		7 years from termination.	
Timesheets	Address, e-mail, rates of pay.	Contractual, audit trail	Electronically / hard copy	Article 6(c) EU GDPR	7 years	Internal & external audit	Audit trail		7 years from termination.	
Contact List	Address, e-mail, contact numbers.	Reference	Electronically, hard copy and website	Article 6(f) EU GDPR	To be updated/amended as change dictates.	Parish Council and public.	Contact List		When superseded by new version.	
<b>Personnel - Councillors</b>										
References	Address, e-mail, contact numbers.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Duration on Parish Council	Parish Council and public.			7 months from termination of position as Councillor.	
Declaration of Interests	Pecuniary and other interests.	Legal requirement	Hard copy and electronically at North Norfolk District Council (NNDC)	Article 6(c) EU GDPR	Duration on Parish Council	NNDC and members of public via NNDC website,			PC to destroy when Councillor leaves Parish Council	
Contact List	Address, e-mail, contact numbers.	Reference	Electronically, hard copy and website	Article 6(f) EU GDPR	To be updated/amended as change dictates.	Website & other members of Parish Council	Reference point		When superseded by update.	

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<b>Public/Parishioners</b>										
Electoral Register	Names, addresses	Reference	Electronic copy and possible hard copy.	Article 6(f) EU GDPR		NOT SHARED			When superseded by update.	
<b>Subcontractors</b>										
Contract	Contractual detail.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Indefinitely	Parish Council Members	Reference.			

**Reviewed:** March 2022

**Next Review:** March 2023