

Inventory of Personal Data Captured, Stored and Processed by Kings Ripton Parish Council, Adopted 22 May 2018

Inventory assembled on DD/MM/2018 and Last updated on DD/MM/20XX

| 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? | 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 | 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 | | | | | | | | | | | | | | |
| | Contract | Yes | HR | It is a contract | No | Contract | Yes | External Professional Advisers | Clerk | On appointment and on review | Duration of Employment plus 6 years | Laptop/filing Cabinet | Password/ Lock & key | |
| | PAYE | No | HR | Legislative requirement | Yes | Not required | Not applicable | External Professional Advisers; HMRC; payroll company | Clerk | Monthly | Duration of Employment plus 6 years | Laptop/filing Cabinet | Password/ Lock & key | |
| | Bank details | No | HR | To pay staff salaries | No | Contract | Yes | Our Bank; Payroll company | Clerk | Duration of Employment | Duration of Employment plus 6 years | Laptop/filing Cabinet | Password/ Lock & key | |
| | Pension details | Yes | HR | Legislative requirement | Yes | Not required | Not applicable | External Professional Advisers; payroll company; Pension Fund Managers; HM | Clerk | Duration of Employment | Duration of Employment plus 6 years | Laptop/filing Cabinet | Password/ Lock & key | |
| | Leave Form | No | HR | Employment Purposes | No | Yes | Yes | External Professional Advisers | Clerk | Yearly | Duration of Employment plus 6 years | Laptop/filing Cabinet | Password/ Lock & 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 | Democracy | legislative requirement | Yes | Not required | Not applicable | This is Public Knowledge | Clerk | At Election | Term of Office plus 4 years | Laptop/filing Cabinet | Password/ Lock & key | |
| | Personal Contact Details | No | Democracy | legislative requirement | Yes | Not required | Not applicable | This is Public Knowledge | Clerk | At Election | Term of Office plus 4 years | Laptop/filing Cabinet | Password/ Lock & key | |
| | Email Addresses | No | Democracy | legislative requirement | Yes | Not required | Not applicable | This is Public Knowledge | Clerk | At Election | Term of Office plus 4 years | Laptop/filing Cabinet | Password/ Lock & key | |
| 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 | 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' |
| | Invoices | No | Business | Payment | No | Contract | Yes | Public inspection on audit | Responsible Finance Officer | On raising | See document Retention Policy | Laptop/filing Cabinet | Password/ 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 | Yes | Public inspection on audit | Responsible Finance Officer | On raising | See document Retention Policy | Laptop/filing Cabinet | Password/ Lock & key | |
| | Bank Account details | No | Business | Payment | No | Contract | Yes | Our bank | Responsible Finance Officer | On raising | See document Retention Policy | Laptop/filing Cabinet | Password/ 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 | On receipt | 1 Year | Laptop/filing Cabinet | None required | |
| | Complaints | Sometimes | Democracy | Democracy | No | Privacy Notice | No contract | External Professional Advisers, MPs, principal councils. | Clerk | On receipt | 1 year | Laptop/filing Cabinet | Password/ Lock & key | |
| | Freedom of Information requests | No | Democracy | Democracy | Yes | Privacy Notice | No contract | External Professional Advisers | Clerk | On receipt | 2 years | Laptop/filing Cabinet | Password/ Lock & key | |
| | 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 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 | Laptop/filing Cabinet | Password/ Lock & key | |
| | Grant Application Forms | Perhaps | Democracy | Service to community | No | Privacy Notice | No contract | External Professional Advisers | Clerk | On receipt | See document Retention Policy | Laptop/filing Cabinet | Password/ Lock & key | |
| | Nominations of external committee members | No | Democracy | Contact | No | Privacy Notice | No contract | Names become Public Knowledge, other data is confidential | Clerk | Annually | See document Retention Policy | Laptop/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 | Laptop/filing Cabinet | None required | |
| 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 Agreements | No | Property Records | Contact | 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 | Contact | 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 | Need to issue a Privacy Notice to all Undertakers |
| Village Hall (We are Custodian Trustee) | | | | | | | | | | | | | | |
| | 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 | Privacy Notice | Not applicable | Any reasonable request | Clerk | On raising | See document Retention Policy | Laptop/filing Cabinet | Password/ Lock & key | |

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| Council Profile | Small Parish Council |
| | Councillors 5 |
| | Staff 1 Clerk Part time |
| | Electorate 160 |
| | Precept 2018/2019 £4,480.00 |
| | 1 Allotments |
| | Open Cemetery run by PCC |