

Deopham & Hackford Parish Council

Information Audit - Details of information held by the Parish Council and for what purpose

Adopted - 1/2/2023

Revised - 3/4/2024

Type of document held	Personal detail held	Purpose	Legal basis	Shared with (internal or external)	Purpose of sharing	Length of time data to be held
PERSONNEL (STAFF)						
Recruitment (e.g.): CV's, application form, references	Name, address, telephone number, email address, details of education and employment history	Recruitment	Contract/Legal obligation	Internal - Councillors responsible for recruitment	Recruitment	6 months from notification of outcome of application
Employee (e.g.): CV, application form, contract of employment, appraisal, grievance or disciplinary	Name, address, telephone number, email address, details of education and employment history	Contractual, managing employment of staff	Contract/Legal obligation	Internal - Councillors Insurer	Appointment, annual appraisal, fidelity claim	7 years from end of employment
Employee Financial records (e.g.): payroll (PAYE)/pension records	National insurance number, tax and pension records, bank account details	Contractual, payment of salary & pension contributions	Contract/Legal obligation	Internal - Councillors - HMRC, pension provider (if applicable), Bank	Legal obligation, internal financial controls, annual audit	7 years from end of employment
Councillors						
Application for co-option	Name, address, telephone number, email address, personal statements	Transaction of Council business	Legal obligation	Internal - Councillors	Transaction of Council business	End of Councillor term or resignation
Declaration of Interests form	Pecuniary and other interests	Legal obligation	Legal obligation	External - Public via District Council website and link from Parish Council website	Legal obligation	End of Councillor term or resignation
Contact list of Councillors details	Name, address, telephone number, email address	Transaction of Council business	Legal obligation	Internal - Councillors (all details) External - Public via Parish Council noticeboards and website (name only, all communication via Clerk)	Transaction of Council business	End of Councillor term or resignation
Bank Account details	Bank Account details	Reimbursement of expenses	Public Interest	Internal - CLERK ONLY Bank provider	Management of finances, BACS payments	End of Councillor term or resignation

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Members of the Public						
Electoral Register	Names, addresses	Transaction of Council business	Public interest	Internal - CLERK ONLY	Transaction of Council business	Current year only (produced annually District Council)
Correspondance/Enquiries from member of the public	Names, address, telephone number, email address	Transaction of Council business	Public interest	Internal - Councillors only where required, other authorities (with permission) for resolution of query	Transaction of Council business	For as long as is required
Contact details of village hall booking	Names, address, telephone number, email address, bank details	Transaction of Council business	Public interest	Internal - CLERK ONLY	Transaction of Council business	For as long as is required
Contact details for local land owners	Names, address, telephone number, email address, land owned	Transaction of Council business	Public interest	Internal - Councillors only where required, other authorities (with permission) for resolution of query	Transaction of Council business	For as long as they own the land
Grant applications	Names, address, telephone number, email address, bank details	Transaction of Council business	Public interest	Internal - Councillors	Transaction of Council business	7 years if awarded, 1 year if not awarded
Maintenance volunteers	Name, email address	Transaction of Council business	Public interest	Internal - Councillors External - Volunteers (with permission)	Transaction of Council business	Whilst in role
Contractors						
Contact details	Name, address, telephone number, email address	Transaction of Council business	Contract	Internal - Councillors	Transaction of Council business, internal financial controls	Life of contract, 7 years from end of contract or longer if required for guarantee purposes
Quotes	Name, address, telephone number, email address, bank details	Transaction of Council business	Contract	Internal - Councillors	Transaction of Council business, internal financial controls	Life of contract, 7 years from end of contract
Invoices	Name, address, telephone number, email address	Transaction of Council business	Contract	Internal - Councillors	Transaction of Council business, internal financial controls	Life of contract, 7 years from end of contract

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General Council Documents						
Minutes	Councillor names, contractor names, financial records	Transaction of Council business/Legal obligation	Legal obligation	Internal - Clerk External - Public via Parish Council website and records held at Norfolk Record Office	Transaction of Council business	Indefinitely
Insurance Documents	Financial records, name, address	Transaction of Council business/Legal obligation	Legal obligation	Internal - Clerk	Transaction of Council business	7 years / 40 years employers liability
Annual Audit Documents	Name, address, financial records	Transaction of Council business/Legal obligation	Legal obligation	Internal - Clerk and Councillors Externals - Council website	Transaction of Council business	7 years
Leases of land	Name, address, email address	Transaction of Council business/Legal obligation	Legal obligation	Internal - Clerk and Councillors	Transaction of Council business	Indefinitely
Booking for use of playing field/pavilion	Name, address, telephone number, email address	Transaction of Council business	Contract	Internal - CLERK (ALL), Councillors (Name, telephone number for access purposes)	Transaction of Council business	7 years (Audit) / 20 years (insurance purposes)
Play Area Inspection Reports	Name, address, telephone number, email address, bank details	Transaction of Council business	Legal obligation	Internal - Clerk and Councillors Externals - Council website	Transaction of Council business	21 years (insurance purposes)