

Uttoxeter Rural Parish Council - Inventory of Personal Data Captured, Stored and Processed by Uttoxeter Rural Parish Council

<https://utttoxeterruralparishcouncil.org.uk/>

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data				3. Consent	4. Sharing Personal Data		
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?
Staff										
	Contract	Yes	HR	It is a contract	No	Contract	Yes	Chair and Vice Chair only	Clerk	On appointment and at Annual Appraisal
	PAYE	Yes	HR	Legislative requirement	Yes	Not required	NA	HMRC; Brightpay payroll company	Clerk	Monthly
	Bank details	No	HR	To pay staff salaries	No	Not required	NA	Our Bank; Brightpay Payroll company	Clerk	Duration of Employment
	Pension details	Yes	NA	Legislative requirement	Yes	Not required	Not applicable	Bright pay payroll company; GOV.UK; HMRC	Clerk	Duration of Employment
	Leave Form	No	HR	Employment Purposes	No	NA	NA	Chair and Vice Chair only	Clerk	Yearly
	Staff Appraisals	Yes	HR	Employment	No	NA	NA	Chair and Vice Chair only	Clerk	Annually
	Performance Plans	Yes	HR	Employment	NA	NA	NA	part of Annual Appraisal form	Clerk	Annually
Councillors										
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election
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	This is on Parish Council website - under contractors	Clerk	When Appointed
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising
	Bank Account details	No	Business	Payment	No	Contract	Yes	Clerk as pay by cheque	Responsible Finance Officer	On raising
	Insurance	No	Business	Contract	No	Contract	Yes	Clerk receives from Contractors annually	Responsible Finance Officer	Annually
	References	No	Business	Contact	No	Contract	Yes	No historic references on file	Responsible Finance Officer	On appointment
Residents										
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	Clerk	On receipt
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, principal councils.	Clerk	On receipt
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers, principal councils.	Clerk	On receipt
	General Correspondence from Members of Public	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, principal councils.	Clerk	On receipt
Community Organisations										
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt
	Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External Professional Advisers, principal councils.	Clerk	On receipt
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No contract	Names become Public Knowledge, other data is confidential	Clerk	Annually
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
Property										
	Deeds for Stramshall Recreation Ground	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually
	Deeds for Allotments	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually
Allotments										
	Tenancy Agreements	Yes	Property Records	Service to community	No	Tenancy Agreement	Yes	Cllr responsible for Allotments and Clerk	Clerk	Annually
	Tenant Contact Details	Yes	Property Records	Contact	No	Tenancy Agreement	Yes	Cllr responsible for Allotments and Clerk	Clerk	Annually
General Contacts										
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable		Clerk	On raising

Council Profile	Parish Council
	Councillor - 9
	Staff 1 Clerk Part time
Assets	See Asset Register on Council website

		Date Approved	Version Number	Revisions/amendments	Review Date
		02.07.2019	1	Policy Adopted	Annual
		03.05.2022	1		May-23
		16.05.2023	1		May-24

5. Our internal processes			6. Action Needed/Notes
How long do we keep it?	Where is it held?	Protection?	Action needed/NOTES
Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
Duration of Employment plus 6 years	Laptop	Password	
Duration of Employment plus 6 years	Laptop/filing Cabinet/Accounts File	Password/ Lock & key	
Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	Clerk opted out of Pension offered
Duration of Employment plus 6 years	Laptop	Password	Clerk created a form, which is stored in filing cabinet.
duration of employment	Filing cabinet/laptop	password/lock and key	
duration of employment	Filing cabinet/laptop	password/lock and key	
Term of Office plus 4 years	Laptop/filing Cabinet	Password/ Lock & key	
Term of Office plus 4 years	Laptop/filing Cabinet	Password/ Lock & key	This is on Parish Council website
Term of Office plus 4 years	Laptop	Password	
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'
See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	URPC Responsible Financial Officer is Clerk
See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	appointment of contractors was years ago, no references on file
1 Year	Laptop/filing Cabinet	Password/ Lock & key	received updates from ESBC which are saved on Laptop, annual paperwork in filing cabinet.
1 year	Laptop/filing Cabinet	Password/ Lock & key	
2 years	Laptop/filing Cabinet	Password/ Lock & key	
1 year	Laptop/filing Cabinet in the meeting folder where discussed	Password/ Lock & key	All correspondence is filed in the Meeting folder where it was discussed.
See document Retention Policy	Laptop	Password	
See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	In Laptop, grants application have own folder, in filing cabinet they are stored in grant section
See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
1 year	Laptop/filing Cabinet	None required	All planning comments are logged onto ESBC website and minuted
Indefinitely	Nigel Davis Solicitors		Nigel Davis Solicitors, 58 High Street, Uttoxeter, ST14 7JD 01889 567719
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See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	All allotment holders were issued with a letter advising them data to be held, due to contract issuing requirements.
See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	All allotment holders were issued with a letter advising them data to be held, due to contract issuing requirements.
6 years	Laptop/filing Cabinet	Password/ Lock & key	