DATA AUDIT INVENTORY

Inventory of Data Captured, Stored and Processed by Compton Dando Parish Council

Note for Users: Don't just copy it; think about each box and what is factually correct in your council These schedules are indicative of council activity. If your Council carries out activities not listed you will need to add those activities and consider the same headings for each activity.

	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? NTTE: 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 it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
Staff - clerk only														
	Employment contracts	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers	Clerk	On appointment	Duration of Employment plus 6 yea	Clerk's laptop and 2 x hard drive backups	password on laptop only	
	Sickness record	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers; HMRC; payroll company	Clerk	Monthly	last financial year	Payroll software	password	
	Discipline/Grievance record	Yes	HR	Employment	No	Employment contract & Discipline & Grievance Policy	Yes	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Laptop	password	Nothing to store at the moment
	Accident/Injury record	No	HR	H&S	Yes	Contract	Yes	External Professional Advisers	Clerk	As required	doc retention policy	Open shelf		
	Pension details	Yes	HR	Legislative requirement		Not required	Not applicable	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Filing cabinet and laptop	lock and key and password	
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company	Clerk	monthly	duration of employment	Filing cabinet and laptop	lock and key and password	
	Contact details	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Laptop	password	
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	HMRC Basic Tools	Clerk	Monthly	duration of employment	Payroll software	password	
	Job applications (unsuccessful applicants)	Yes	HR	Employment	No	Yes	Yes		Clerk	On application	until appointment made	Filing cabinet	lock and key	
	Job applications/references (successful applicants)	Yes	HR	Employment	No	Yes	Yes		Clerk	On appointment	duration of employment	Filing cabinet	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	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	Clerk	At election	term of office	website	no	
	Personal contact details	No	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	Clerk	At election	term of office	Laptop	password	
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	Clerk	At election	term of office	Notice boards	no	
Contractors/Suppliers														
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers	Clerk	When appointed	2 years from last contract	Accounts software	password	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Clerk	On payment	doc retention policy	Accounts software	password	
	purchase orders		business	Purchasing					Clerk	On raising	doc retention policy	Laptop	password	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Clerk	On raising	doc retention policy	Laptop, filing cabinet	password, lock and key	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our Bank	Clerk	On payment	doc retention policy	, filing cabinet	password, lock and key	
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Clerk	On appointment	doc retention policy	Laptop	password	
	References-NONE TAKEN OUT	No	Business	Contact	No	Contract	Yes	External professional advisers	Clerk	On appointment	doc retention policy	Laptop	password	
Residents	Complaints - NONE RECEIVED	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External professional advisers	Clerk	On receipt	1 year	Laptop	password	
	Freedom of Information requests -NONE RECEIVED	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	doc retention policy	Laptop	password	
	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	password	
Community Organisations														
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No Contract	Nobody without consent	Clerk	Annually	As long as is needed	Laptop	password	
	Grant Application Forms	Perhaps	Democracy	Service to Community	No	Privacy Notice	No Contract	Parish councillors only	Clerk	Annually	2 years	Laptop	password	
Planning														
	Objections	No	Democracy	We are consulted on application	Yes	Public Document	No contract	Our objection or approval is a public document	Clerk	On receipt	As long as is needed	Laptop	password	
Property														
	Deeds of Parish Hall	No	Property	Sole Trustees	No	Public Document	Resolution Deed	Public Document in process of registering at Land Registry	Clerk	Annually	indefinitely	Bath Records Office (Currently with FDC Law during registration with LR process	not applicable	
General Contacts														
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	Clerk	Annually	As long as is needed	Laptop	password	

Council Profile	Small Parish Council
	Councillors 7
	Staff 1 Clerk
	Electorate 486
	Precept 2018/2019 £10,000
	Sole Trustees of Parish Hall

Approved 19th June 2018:

Signed

Signed

To be reviewed June 2019