

DATA PROTECTION - INFORMATION AUDIT



Parish Council: Framingham Earl Parish Council

Document	Personal Detail Held	Purpose	How it is held	Legal Basis	Shared With	Purpose of Sharing	Privacy Notice Issue Date	Length of time to be held
Personnel - Parish Clerk								
Contract	Contractual detail including application and appraisals	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Parish Council Members	Annual appraisal	March 2018	12 months following termination
CV	Address, e-mail, contact numbers and other personal data.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Parish Council Members	Recruitment	As above	6 months from termination of employment.
References	Address, e-mail, contact numbers.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Parish Council Members	Recruitment	As above	7 months from termination of employment.
Payroll and pension	Address, national insurance numbers, tax codes, accounts and PAYE references.	PAYE, pension contributions	Electronically on PAYE system. Electronically and hard copy with pension provider	Article 6(c) EU GDPR	HMRC PAYE, Norfolk Pension Fund and internal auditor	Legal obligation	As above	7 years from termination.
Timesheets	Address, e-mail, rates of pay.	Contractual, audit trail	Electronically / hard copy	Article 6(c) EU GDPR	Internal & external audit	Audit trail	As above	7 years from termination.
Contact List	Address, e-mail, contact numbers.	Reference	Electronically, hard copy and website	Article 6(f) EU GDPR	Parish Council and public.	Contact List	As above	When superseded by new version.

Personnel - Councillors								
Document	Personal Detail Held	Purpose	How it is held	Legal Basis	Shared With	Purpose of Sharing	Privacy Notice Issue Date	Length of time to be held
References, statement of interest	Address, e-mail, contact numbers.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Parish Council and public.	Council business	As above	7 months from termination of position as Councillor.
Declaration of Interests	Pecuniary and other interests.	Legal requirement	Hard copy and electronically at District Council	Article 6(c) EU GDPR	District Council-and members of public via-District Council website	Legal obligation	As above	Parish Council 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hard copy and website	Article 6(f) EU GDPR	Website & other members of Parish Council	Reference point		When superseded by update.
Members of the public								
Electoral Register	Names, addresses	Reference	Electronic copy and possible hard copy	Public interest	NOT SHARED	N/A	District Council responsibility	When superseded by update.
Enquiries from the public	Contact details	To request or pass on information or make a statement	Electronic copy and possible hard copy	Public interest	Other members of Parish Council if needed or other authorities (with permission)	Council business	Informed information is on Council website	Destroy once matter has been dealt with unless it needs keeping for historical purposes
Grant applications	Name, address, contact details	Council business	Electronic copy and possible hard copy	Public interest	Internal auditor, other members of Parish Council if needed	Council business	Informed information is on Council website	7 years if granted 1 year if not
Community Emergency Plan	Names, addresses, contact numbers	Reference	Hard copy and electronically by Parish Clerk and District Council	Article 6(f) EU GDPR	Other members of Parish Council if needed.	Reference point in case of emergency.	District Council	When superseded by update.
Subcontractors								
Contract, quotes, invoices	Names, address, contact details	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Parish Council Members	Council business	Informed information is on Council website	7 years

Document reviewed, amended and formally agreed to adopt amended version at Parish Council meeting on 5th March 2024.