

DATA PROTECTION - INFORMATION AUDIT

Parish Council: Oulton Broad Parish Council

Document	Personal Detail Held	Purpose	How it is held	Legal Basis	Length of Time to be Held	Shared With	Purpose of Sharing	Privacy Notice Issue Date	Destruction Date (if known)	Initial
Personnel - Parish Clerk										
Contract	Contractual detail.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Duration of employment	Parish Council Members	Annual appraisal			
CV	Address, e-mail, contact numbers and other personal data.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Duration of employment	Parish Council Members			6 months from termination of employment.	
References	Address, e-mail, contact numbers.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Duration of employment	Parish Council Members			7 months from termination of employment.	
Payroll Pension	Address, national insurance number, 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	7 years	HMRC PAYE NEST and payroll services	Monthly payment		7 years from termination.	
Timesheets	Address, e-mail, rates of pay.	Contractual, audit trail	Electronically / hard copy	Article 6(c) EU GDPR	7 years	Internal & external audit, payroll services	Audit trail		7 years from termination.	
Contact List	Address, e-mail, contact numbers.	Reference	Electronically, hard copy and website	Article 6(f) EU GDPR	To be updated/amended as change dictates.	Parish Council and public. Payroll services	Contact List		When superseded by new version.	
Personnel - Councillors										
References	Address, e-mail, contact numbers.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Duration on Parish Council	Parish Council and public.			7 months from termination of position as Councillor.	
Declaration of Interests	Pecuniary and other interests.	Legal requirement	Hard copy and electronically at South Norfolk Council (SNC)	Article 6(c) EU GDPR	Duration on Parish Council	SNC and members of public via SNC website,			PC to destroy when Councillor leaves Parish Council	
Councillor Privacy Notice	Address, e-mail, contact numbers.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Duration on Parish Council	Parish Council and public.			7 months from termination of position as Councillor.	

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Contact List	Address, e-mail, contact numbers.	Reference	Electronically, hard copy and website	Article 6(f) EU GDPR	To be updated/amended as change dictates.	Website & other members of Parish Council	Reference point		When superseded by update.	
Public/Parishioners										
Electoral Register	Names, addresses	Reference	Electronic copy and possible hard copy.	Article 6(f) EU GDPR		NOT SHARED			When superseded by update.	
Subcontractors										
Contract	Contractual detail.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Indefinitely	Parish Council Members and solicitors if needed	Reference.			
Waveney Norse	Contractual detail.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Indefinitely	Parish Council Members and solicitors if needed	Reference.			
Sentinel	Contractual detail.	Contractual	Electronically / hard copy	Article 6(c) EU GDPR	Indefinitely	Parish Council Members and solicitors if needed	Reference.			
Solicitors										
Contract	Contractual detail.	Contractual	Electronically/hard copy	Article 6© EU GDPR	Indefinitely	Parish Council members and Clerk	Reference and contractual work		When superseded by update.	
Tennants	Address, e-mail, contact numbers and other personal data.	Contractual	Electronically/hard copy	Article 6© EU GDPR	Indefinitely	Parish Council members and Clerk	Reference and contractual work		When superseded by update.	
Assets	Contractual detail.	Contractual	Electronically/hard copy	Article 6© EU GDPR	Indefinitely	Parish Council members and Clerk	Reference and contractual work		When superseded by update.	
Allotments										
Contract	Address, e-mail, contact numbers and other personal data.	Contractual	Electronically/hard copy	Article 6© EU GDPR	Indefinitely	Parish Council members and Clerk			When superseded by update.	
Events in the Park										

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Band	Address, e-mail, contact numbers and other personal data.	Contractual	Electronically/hard copy	Article 6© EU GDPR	Indefinitely	Clerk			2 years	
Events in the Park	Address, e-mail, contact numbers and other personal data.	Contractual	Electronically/hard copy	Article 6© EU GDPR	Indefinitely	Clerk			2 years	
Pavilion Hire										
Contact List	Address, e-mail, contact numbers and other personal data.	Contractual	Electronically/hard copy	Article 6© EU GDPR	Indefinitely	Clerk			2 years	
Bowls Club										
Contact List	Address, e-mail, contact numbers and other personal data.	Contractual	Electronically/hard copy	Article 6© EU GDPR	Indefinitely	Clerk			When superseded by update	
Tennis Club										
Contact List	Address, e-mail, contact numbers and other personal data.	Contractual	Electronically/hard copy	Article 6© EU GDPR	Indefinitely	Clerk			When superseded by update	
OBPC Assets										
Contact List	Address, e-mail, contact numbers and other personal data.	Contractual	Electronically/hard copy	Article 6© EU GDPR	Indefinitely	Clerk, WDC asset management team and solicitors			When superseded by update	
WDC Asset management	Address, e-mail, contact numbers and other personal data.	Contractual	Electronically/hard copy	Article 6© EU GDPR	Indefinitely	Clerk, WDC asset management team and solicitors			When superseded by update	
NEP Trust										
Contact List	Address, e-mail, contact numbers and other personal data.	Contractual	Electronically/hard copy	Article 6© EU GDPR	Indefinitely	Clerk, WDC asset management team and solicitors			When superseded by update	

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WDC Asset management	Address, e-mail, contact numbers and other personal data.	Contractual	Electronically/hard copy	Article 6© EU GDPR	Indefinitely	Clerk, and solicitors			When superseded by update	

Approved at Data Protection Committee 21st May 2018