

Inventory of Personal Data Captured, Stored and Processed by Stalham Town Council

Inventory assembled on 05/04/2018:Updated 29.05.19

Approved 10.06.19

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? Note: if we are legally obliged to hold it, no consent is needed	Have we 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 the 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														
	Contract	Yes	HR	It's a contract	No	Contract	Yes	External Professional Advisors	Clerk	On appointment and on review	Duration of Employment plus 6 years	Laptop /Filing C	Password/Lock and key	
	PAYE	Yes	HR	legislative requirement	Yes	Not Required	Not applicable	External Professional Advisors: HMRC:Pay	Clerk	Monthly	Duration of Employment plus 6 years	Laptop /Filing C	Password/Lock and key	
	Pension details	Yes	HR	Legislative purposes	Yes	Not Required	Not applicable	External Professional Advisors: Payroll Company: pension fund Managers: HMRC	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop /Filing C	Password/Lock and key	
	Leave Form	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisors	Clerk	Yearly	Duration of Employment plus 6 years	Laptop /Filing C	Password/Lock and key	
	applications/references (successful applicants)	Yes	HR	Employment	No	Yes	Yes		Clerk	On appointment	Duration of Employment plus 6 years	Filing cabinet	lock and key	
	Staff Appraisals	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	Not applicable	This is public knowledge	Clerk	At Election	Term of Office + 4 years	Laptop /Filing C	Password/Lock and key	
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not Required	Not applicable	This is public knowledge	Clerk	At Election	Term of Office + 4 years	Laptop /Filing C	Password/Lock and key	
	Email Addresses	No	Democracy	legislative requirement	Yes	Not Required	Not applicable	This is public knowledge	Clerk	At Election	Term of Office + 4 years	Laptop /Filing C	Password/Lock and key	
Contractors/Suppliers														
	Contract details	No	Business	Contact	No	Contract	Yes	External Professional Advisors	Clerk	When Appointed	See Document Retention Policy	Laptop /Filing C	None required	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on Audit	Responsible Finance O	On raising	See Document Retention Policy	Desktop /Filing C	Password/ Lock Contract with accounts IT	
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on Audit	Responsible Finance O	On raising	See Document Retention Policy	Desktop/filing C	Password/ Lock Contract with accounts IT	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on Audit	Responsible Finance O	On raising	See Document Retention Policy	Desktop/filing C	Password/ Lock Contract with accounts IT	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our Bank	Responsible Finance O	On raising	See Document Retention Policy	Desktop/filing C	Password/ Lock Contract with accounts IT	
	Insurance	No	Business	Contact	No	Contract	Yes	External Professional Advisors	Responsible Finance O	On appointment	See Document Retention Policy	Filing cabinet	Lock and key	
	References	No	Business	Contact	No	Contract	Yes	External Professional Advisors	Responsible Finance O	On appointment	See Document Retention Policy	Filing cabinet	Lock and key	
Residents														
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which	Clerk	On receipt	1 Year	Laptop /Filing C	Password/ Lock & key	
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Princ	Clerk	On receipt	1 year	Filing cabinet	Lock and key	
	Freedom of information red	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisors	Clerk	On receipt	2 years	Filing cabinet	Lock and key	
	General Correspondence fri	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Princ	Clerk	On receipt	See Document Retention Policy	Laptop /Filing C	Password/ Lock & key	
Community Organisations														
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See Document Retention Policy	Desktop/filing C	Password/ Lock & key	
Planning														
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public docum	Clerk	On receipt	not kept as available on District Council web	Desktop	None required	
Property														
	Leases/licenses	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Regist	Clerk	Annually	Indefinitely	Server	password	
	Lease for land at Recreation Ground	No	Property	Council function	No	Public Document	No contract	Public Document registered at Land Registry	Clerk	Annually	Indefinitely	Server/ filing C	Password/ Lock & key	
	Lease for Town Hall	No	Property	Council Function	No	Public Document	Yes	Public document registered at Land Regist	Clerk	Annually	Indefinitely	Filing cabinet	lock and key	
Allotments														
	Waiting list	No	Business	Allocation	No	Privacy Notice	No Contract	Nobody without consent	Finance Officer	Monthly	Until plot available	Server	password	
	Tenancy Agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	Allotments Association and its members	Clerk	Annually	See Document Retention Policy	Filing cabinet	lock and key	
	Tenant Contact Details	No	Property records	Contact	No	Tenancy Agreement	Yes	Allotments Association and its members	Clerk	Annually	See Document Retention Policy	Laptop /Filing C	Password/ Lock & key	
Land														
	Certificate of Land Registry	No	Property records	Council Function	No	Public Document	Yes	Public document registered at Land Regist	Clerk	Annually	See Document Retention Policy	Safe	lock and key	
Cemetery														
	Record of Burials	No	legal	legislative requirement	Yes	Contract	Not applicable	Public document required by law	Clerk	On raising	Indefinitely	Filing cabinet	lock and key	
	Purchased Graves	Sometimes	legal	Contract	No	Contract	Yes	Any reasonable request	Clerk	On receipt	Indefinitely	Filing cabinet	lock and key	
	Contact details of known UH	No	Cemetery Functions	Contract	No	We need a privacy no	Not applicable	Bereaved families	Clerk	On raising	Until undertaker closes down	Laptop/filing C	Password/ Lock & key	
General Contracts														
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	Clerk	On raising	See Document Retention Policy	Desktop	Password	

Council Profile	Town Council
	Councillors 13
	Staff 1 Clerk
	Electors 2648
	Precept 2019/20 £90,000
	Burial Ground
	Allotments
	Recreation Ground
	Play area
	Town Hall - leased to Town Hall MC
	part of Recreation Ground leased to Youth Club and Poppy Centre
	160 Street lights