

Wendling Parish Council Information Audit – drafted May 2018

For the purpose of data protection, details are provided below of information held by
Wendling Parish Council

Document	Personal detail held	Purpose	How it is held	Legal basis	Length of time to be held	Shared with	Purpose of sharing
Personnel - staff							
Employment: e.g. contract of employment, C.V.	Contact details, N.I. no., employment history	For setting up and managing employment of staff	Hard Copy	Legal obligation	Until 6 years after employment has ceased with the Parish Council	Not shared	n/a
CVs & applications of job applicants	Contact details and personal details of employment history	recruitment	Hard copy	Public task	For 6 months after notifying unsuccessful applicants	Not shared	n/a
Councillors							
Application for co-option	Contact details & reasons for wanting to become a Parish Councillor	Reference	Hard copy	Public task	For 3 months after Parish Councillor vacancy filed	Not shared	n/a
Declaration of interest forms	Pecuniary & other interest of Parish Councillors	Legal requirement	Received by Clerk & sent to Breckland Council	Public task	For length of time a Councillor is a member of the Parish Council	Breckland Council	Public information
Contact list of Councillors' details	Contact details	Reference – for the public to contact Councillors	Electronically, hard copy, notice board	Public task	To be updated/amended as change dictates and kept for up to a year after a Councillor leaves the Council	The public via website, Clerk and notice board	Public information
Members of the public							
Electoral Register	Names & addresses	Reference	Hard copy	Public task	Current year only (until new register is issued by Breckland Council)	Not shared: Breckland Council shares with document with the Parish Council	n/a
Enquiries from members of the public	Contact details	To request information, pass on info. Or make a statement	Hard copy	Public task	For as long as necessary	Not shared	n/a
Grant applications	Contact details, reasons for requesting grant, other relevant details	To obtain a grant by the Parish Council	Hard copy	Public task	If awarded a grant, for up to 7 years for auditing purposes	Not shared	n/a

Booking Contact for the Village Hall	Contact details	To book the Village Hall for Parish Council meetings	Hard copy & electronically	Public task	For as long as the person holds the position of Booking Contact	Not shared	n/a
Booking Contact for the Methodist Church	Contact details	To book the Church for Parish Council meeting	Hard copy & electronically	Public task	For as long as the person holds the position of Booking Contact	Not shared	n/a
Local magazine editor	Email address	To send a précis of the minutes	Hard copy & electronically	Public task	For as long as the person holds the position of magazine Editor	Not shared	n/a
Website organiser	Email address	To send minutes to be put on the website	Hard copy & electronically	Public task	For as long as the person holds the position of website organiser	Not shared	n/a