

**Inventory of Personal Data Captured, Stored and Processed by Presteigne and Norton Town Council**

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal Data				3. Consent
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?
<b>Staff</b>							
	Contract	Yes	HR	It's a contract	No	Contract	Yes
	PAYE	Yes	HR	legislative requirement	Yes	Not Required	Not applicable
	Bank details	No	HR	To pay Staff Salaries	No	Contract	Yes
	Pension details	Yes	HR	Legislative purposes	Yes	Not Required	Not applicable
	Leave Form	No	HR	Employment Purposes	No	Yes	Yes
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes
	Performance Plans	Yes	HR	Employment	No	Yes	Yes
<b>Councillors</b>							
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not Required	Not applicable
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not Required	Not applicable
	Email Addresses	No	Democracy	legislative requirement	Yes	Not Required	Not applicable
<b>Contractors/Suppliers</b>							
	Contact details	No	Business	Contact	No	Contract	Yes
	Invoices	No	Business	Payment	No	Contract	Yes
	Purchase orders	No	Business	Purchasing	No	Contract	Yes
	Quotations	No	Business	Purchasing	No	Contract	Yes
	Bank Account details	No	Business	Payment	No	Contract	Yes
	Insurance	No	Business	Contract	No	Contract	Yes
	References	No	Business	Contact	No	Contract	Yes
<b>Residents</b>							
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract
	General Correspondence from MOP's	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract
<b>Community Organisations</b>							
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract
	Grant Application Forms	Perhaps	Democracy	Service to Community	No	Privacy Notice	No contract
	Bank Account details	No	Democracy	Payment	No	Contract	Yes
<b>Planning</b>							
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract
<b>Property</b>							
	Lease for Scout Hut	No	Property	Council Function	No	Public Document	Yes
<b>Allotments</b>							
	Tenancy Agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes
	Tenant Contact Details	No	Property records	Contact	No	Tenancy Agreement	Yes
<b>General Contracts</b>							
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable

4. Sharing Personal data	5. Our internal processes				
with whom do we share the data?	Who is responsible for keeping it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?
External Professional Advisors	Clerk	On appointment and on review	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/Lock and key
External Professional Advisors: HMRC:Payroll company	Clerk	Monthly	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/Lock and key
Our Bank: Payroll Company	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/Lock and key
External Professional Advisors: Payroll Company: pension fund Managers: HMRC	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/Lock and key
External Professional Advisors	Clerk	Yearly	Duration of Employment plus 6 years	Laptop /Filing Cabinet	Password/Lock and key
	Clerk	As required	duration of employment	Filing cabinet	lock and key
	Clerk	As required	duration of employment	Filing cabinet	lock and key
This is public knowledge	Clerk	At Election	Term of Office + 4 years	Laptop /Filing Cabinet	Password/Lock and key
This is public knowledge	Clerk	At Election	Term of Office + 4 years	Laptop /Filing Cabinet	Password/Lock and key
This is public knowledge	Clerk	At Election	Term of Office + 4 years	Laptop /Filing Cabinet	Password/Lock and key
External Professional Advisors	Clerk	When Appointed	See Document Retention Policy	Laptop /Filing Cabinet	None required
Public inspection on Audit	Responsible Finance Officer	On raising	See Document Retention Policy	Desktop /Filing Cabinet	Password/ Lock & key
Public inspection on Audit	Responsible Finance Officer	On raising	See Document Retention Policy	Desktop/filing Cabinet	Password/ Lock & key
Public inspection on Audit	Responsible Finance Officer	On raising	See Document Retention Policy	Desktop/filing Cabinet	Password/ Lock & key
Our Bank	Responsible Finance Officer	On raising	See Document Retention Policy	Desktop/filing Cabinet	Password/ Lock & key
External Professional Advisors	Responsible Finance Officer	On appointment	See Document Retention Policy	Filing cabinet	Lock and key
External Professional Advisors	Responsible Finance Officer	On appointment	See Document Retention Policy	Filing cabinet	Lock and key
Public Document required by law, which we choose to hold	Clerk	On receipt	1 Year	Laptop /Filing Cabinet	Lock and key
External Professional advisors, MP's, Principal Councils	Clerk	On receipt	1 year	Filing cabinet	Lock and key
External Professional Advisors	Clerk	On receipt	2 years	Filing cabinet	Lock and key
External Professional advisors, MP's, Principal Councils	Clerk	On receipt	1 year	Laptop /Filing Cabinet	Password/ Lock & key
Nobody without consent	Clerk	On receipt	See Document Retention Policy	Desktop/filing cabinet	Password/ Lock & key
External Professional Advisors	Clerk	On receipt	See Document Retention Policy	Filing cabinet	Lock and key
Our Bank	Responsible Finance Officer	On raising	See Document Retention Policy	Desktop/filing cabinet	Password/ Lock & key
Our objection or approval is a public document	Clerk	On receipt	1 year	Desktop	None required
Public document registered at Land Registry	Clerk	Annually	Indefinably	Filing cabinet	lock and key
Allotments Association	Clerk	Annually	See Document Retention Policy	Filing cabinet	lock and key
Allotments Association	Clerk	Annually	See Document Retention Policy	Laptop /Filing Cabinet	Password/ Lock & key
Any reasonable request	Clerk	On raising	See Document Retention Policy	Desktop	Password

