

Inventory of Personal Data Captured, Stored and Processed by Buckland Brewer Parish Council

Inventory assembled on 05/06/2018 and Last updated on 05/06/2018

| 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?<br>NOTE: If we are legally obliged to hold it, no consent is needed. | Have we got 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 this data? LIST THEM ALL            | Who is responsible for keeping this data? | How often is it checked?     | How long do we keep it?             | Where is it held?     | Protection?          | Action needed    |
| <b>Staff</b>  |   |                           |   |                         |  |  |  |   |   |                              |                                     |                       |                      |                  |
|   | Contract  | Yes                       | HR  | It is a contract        | No   | Contract   | Yes  | Internal auditor  | Clerk                                     | On appointment and on review | Duration of Employment plus 6 years | Filing Cabinet        | Password/ Lock & key |                  |
|   | PAYE  | No                        | HR  | Legislative requirement | Yes  | Not required   | Not applicable   | HMRC; Internal Auditor                                    | Clerk                                     | Monthly                      | Duration of Employment plus 6 years | Laptop/filing Cabinet | Password/ Lock & key |                  |
|   | Pension details                                   | Yes                       | HR  | Legislative requirement | Yes  | Not required   | Not applicable   | Pension Fund Managers; HMRC; Internal Auditor             | Clerk                                     | Duration of Employment       | Duration of Employment plus 6 years | Laptop/filing Cabinet | Password/ Lock & key |                  |
|   | Staff Appraisals                                  | Yes                       | HR  | Employment              | No   | Yes  | Yes  | Internal Auditor  | Clerk                                     | Annually                     | Duration of employment              | Laptop/Filing cabinet | lock and key         |                  |
| <b>Councillors</b>  |   |                           |   |                         |  |  |  |   |   |                              |                                     |                       |                      |                  |
|   | Declarations of Interest                          | Yes                       | Democracy                                 | legislative requirement | Yes  | Not required   | Not applicable   | This is Public Knowledge                                  | Clerk                                     | At Election                  | Term of Office plus 4 years         | Laptop/filing Cabinet | Password/ Lock & key |                  |
|   | Personal Contact Details                          | No                        | Democracy                                 | legislative requirement | Yes  | Not required   | Not applicable   | This is Public Knowledge                                  | Clerk                                     | At Election                  | Term of Office plus 4 years         | Laptop/filing Cabinet | Password/ Lock & key |                  |
|   | Email Addresses                                   | No                        | Democracy                                 | legislative requirement | Yes  | Not required   | Not applicable   | This is Public Knowledge                                  | Clerk                                     | At Election                  | Term of Office plus 4 years         | Laptop/filing Cabinet | Password/ Lock & key |                  |
| <b>Contractors /Suppliers where we hold personal data of a natural person (not the data of a limited company or of another council)</b> |   |                           |   |                         |  |  |  |   |   |                              |                                     |                       |                      |                  |
|   | Contact details                                   | No                        | Business                                  | Contact                 | No   | Contract   | Yes  | Internal Auditor  | Clerk                                     | When Appointed               | 6 Years                             | Laptop/filing Cabinet | Password/ Lock & key |                  |
|   | Invoices  | No                        | Business                                  | Payment                 | No   | Contract   | Yes  | Public inspection on audit                                | Clerk                                     | On raising                   | 6 Years                             | Laptop/filing Cabinet | Password/ Lock & key |                  |
|   | Purchase orders                                   | No                        | Business                                  | Purchasing              | No   | Contract   | Yes  | Public inspection on audit                                | Clerk                                     | On raising                   | 6 Years                             | Laptop/filing Cabinet | Password/ Lock & key |                  |
|   | Quotations  | No                        | Business                                  | Purchasing              | No   | Contract   | Yes  | Public inspection on audit                                | Clerk                                     | On raising                   | 6 Years                             | Laptop/filing Cabinet | Password/ Lock & key |                  |
|   | Bank Account details                              | No                        | Business                                  | Payment                 | No   | Contract   | Yes  | Our bank  | Clerk                                     | On raising                   | 6 Years                             | Laptop/filing Cabinet | Password/ Lock & key |                  |
|   | Insurance   | No                        | Business                                  | Contract                | No   | Contract   | Yes  | Internal auditor  | Clerk                                     | Annually                     | 6 Years                             | Laptop/filing Cabinet | Password/ Lock & key |                  |
|   | References  | No                        | Business                                  | Contact                 | No   | Contract   | Yes  | Internal auditor  | Clerk                                     | On appointment               | 6 Years                             | Laptop/filing Cabinet | Password/ Lock & key |                  |
| <b>Residents</b>  |   |                           |   |                         |  |  |  |   |   |                              |                                     |                       |                      |                  |
|   | Electoral Register                                | No                        | Democracy                                 | Democracy               | No   | Not applicable   | No contract  | Public Document required by law, which we choose to hold. | Clerk                                     | On receipt                   | 6 Years                             | Laptop/filing Cabinet | None required        |                  |
|   | Complaints  | Sometimes                 | Democracy                                 | Democracy               | No   | Privacy Notice   | No contract  | Possibly solicitors or other advisors                     | Clerk                                     | On receipt                   | 2 years                             | Laptop/filing Cabinet | Password/ Lock & key |                  |
|   | Freedom of Information requests                   | No                        | Democracy                                 | Democracy               | Yes  | Privacy Notice   | No contract  |   | Clerk                                     | On receipt                   | 2 years                             | Laptop/filing Cabinet | Password/ Lock & key |                  |
|   | General Correspondence from Members of the Public | Perhaps                   | Democracy                                 | Democracy               | No   | Privacy Notice   | No contract  |   | Clerk                                     | On receipt                   | 2 years                             | Laptop/filing Cabinet | Password/ Lock & key |                  |

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| <b>Community Organisations</b>    |   |                           |   |                      |  |  |  |   |   |                          |                             |                       |                      |                  |
|                                   | Email Addresses                           | No                        | Democracy                                 | Contact              | No   | Privacy Notice   | No contract  | Nobody without consent                                    | Clerk                                     | On receipt               | Until no longer relevant    | Laptop/filing Cabinet | Password/ Lock & key |                  |
|                                   | Grant Application Forms                   | Perhaps                   | Democracy                                 | Service to community | No   | Privacy Notice   | No contract  | Nobody without consent                                    | Clerk                                     | On receipt               | 6 years                     | Laptop/filing Cabinet | Password/ Lock & key |                  |
|                                   | Nominations of external committee members | No                        | Democracy                                 | Contact              | No   | Privacy Notice   | No contract  | Names become public knowledge, other data is confidential | Clerk                                     | Annually                 | Term of Office plus 4 years | Laptop/filing Cabinet | Password/ Lock & key |                  |
| <b>Planning</b>                   |   |                           |   |                      |  |  |  |   |   |                          |                             |                       |                      |                  |
|                                   | Consultations                             | No                        | Democracy                                 | Consultee            | Yes  | Not applicable   | No contract  | Our objection or support is a public document             | Clerk                                     | On receipt               | 1 year                      | Laptop/filing Cabinet | None required        |                  |
| <b>Allotments</b>                 |   |                           |   |                      |  |  |  |   |   |                          |                             |                       |                      |                  |
|                                   | Tenancy Agreements                        | No                        | Tenancy                                   | Service to community | No   | Tenancy Agreement  | Yes  |   | Clerk                                     | Annually                 | Term of tenance plus 1 year | Laptop/filing Cabinet | Password/ Lock & key |                  |
|                                   | Tenant Contact Details                    | No                        | Tenancy                                   | Contact              | No   | Tenancy Agreement  | Yes  |   | Clerk                                     | Annually                 | Term of tenance plus 1 year | Laptop/filing Cabinet | Password/ Lock & key |                  |
| <b>Field Tenants</b>              |   |                           |   |                      |  |  |  |   |   |                          |                             |                       |                      |                  |
|                                   | Legal Tenancy Agreement                   | No                        | Tenancy                                   | Contract             | No   | Lease Agreement  | Yes  | Land Agent; Public Document registered at Land Registry   | Clerk                                     | Annually                 | Term of lease plus 1 year   | Filing Cabinet        | Password/ Lock & key |                  |
|                                   | Tenant Contact Details                    | No                        | Tenancy                                   | Contact              | No   | Lease Agreement  | Yes  | Land Agent  | Clerk                                     | Annually                 | Term of lease plus 1 year   | Laptop/filing Cabinet | Password/ Lock & key |                  |
| <b>General Contacts</b>           |   |                           |   |                      |  |  |  |   |   |                          |                             |                       |                      |                  |
|                                   | Email Addresses                           | Yes                       | Democracy                                 | Contact              | Yes  | Privacy Notice   | Not applicable   |   | Clerk                                     | On raising               | Until no longer relevant    | Laptop/filing Cabinet | Password/ Lock & key |                  |

| <b>Council Profile</b> |                                |
|------------------------|--------------------------------|
|                        | Councillors - 9                |
|                        | Staff - 1 Clerk/RFO, Part time |
|                        | Electorate - 681               |
|                        | Precept 2018/2019 £11,715      |
|                        | 1 Sports & Recreation Ground   |
|                        | Allotments - 17 plots          |
|                        | Fields, approx 24 acres        |