

Note for Users: Don't just copy it; think about each box and what is factually correct in your council These schedules are indicative of council activity. If your Council carries out activities not listed you will need to add those activities and consid

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 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 it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
Staff														
	Employment contracts	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers	Clerk	On appointment	Duration of Employment plus 6 years	Server	password	
	Leave/sickness record	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers; HMRC; payroll company	Finance Officer	Weekly	last financial year	Open shelf	No	Yes - secure location
	Discipline/Grievance record	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Server	password	
	Next of Kin details	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Server	password	
	Accident/Injury record	No	HR	H&S	Yes	Contract	Yes	External Professional Advisers	Clerk	As required	doc retention policy	Open shelf		
	Pension details	Yes	HR	Legislative requirement		Not required	Not applicable	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Filing cabinet	lock and key	
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company	Finance Officer	monthly	duration of employment	Filing cabinet	lock and key	
	Contact details	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Server	password	
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Our Bank Payroll Company	Finance Officer	Monthly	duration of employment	Payroll software	password	
	Job applications (unsuccessful applicants)	Yes	HR	Employment	No	Yes	Yes		Clerk	On application	until appointment made	Filing cabinet	lock and key	
	Job applications/references (successful applicants)	Yes	HR	Employment	No	Yes	Yes		Clerk	On appointment	duration of employment	Filing cabinet	lock and key	
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key	
	Performance Plans	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	Yes	This is Public Knowledge	All Staff	At election	term of office	website	no	
	Personal contact details	No	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All staff	At election	term of office	Server	password	
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All staff	At election	term of office	Notice boards	no	
Contractors/Suppliers														
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers	Finance Officer	When appointed	2 years from last contract	Accounts software	password	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Finance officer	On payment	doc retention policy	Accounts software	password	
	purchase orders		business	Purchasing					All staff	On raising	doc retention policy	Files	no	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	All staff	On raising	doc retention policy	Files	no	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our Bank	Finance Officer	On payment	doc retention policy	Server	password	
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Clerk	On appointment	doc retention policy	Server	password	

	References	No	Business	Contact	No	Contract	Yes	External professional advisers	Clerk	On appointment	doc retention policy	Server	password	
Residents	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External professional advisers	All staff	On receipt	1 year	Server	password	
	Freedom of Information	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	doc retention policy	Server	password	
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	All staff	On receipt	1 year	Server	password	
Community Organisations														
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No Contract	Nobody without consent	All staff	Annually	2 years	Server	password	
	Grant Application Form	Perhaps	Democracy	Service to Community	No	Privacy Notice	No Contract	External Professional Advisers	All staff	Annually	2 years	Server	password	
	Nominations of external	No	Democracy	Contact	No	Privacy Notice	No Contract	Names become Public Knowledge, other data is confidential	All Staff	On appointment	See document Retention Policy	Server	password	
Allotments														
	Waiting list	No	Business	Allocation	No	Privacy Notice	No Contract	Nobody without consent	Finance Officer	Monthly	Until plot available	Server	password	
	Tenant Contact Details	No	Property records	Contact	No	Tenancy Agreement	Yes	Allotments Association and its members	Finance Officer	Monthly	indefinite	Server	password	
	Tenancy Agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	Allotments Association and its members	Finance Officer	Annually	until plot relinquished	Server	password	
Cemetery														
	Record of Burials	No	legal	Legislative requirement	Yes	Not applicable	Not applicable	Public document required by law	Burial Officer	On purchase	indefinite	Server	password	
	Purchased Graves	Sometimes	legal	Contract	No	Contract	Yes	Any reasonable request	Burial Officer	On purchase	indefinite	Server	password	
	Contact details of known	No	Cemetery Functions	Contract	No	We need a privacy notice	Not applicable	Bereaved families	Burial Officer	On purchase	indefinite	Server	password	
Civic Lists														
	Contact details		Civic events	Invitations	No	Privacy Notice	No Contract	Nobody without consent	Civic Officer	Annually	2 years	Server	password	
		No	Mayoral functions	Invitations	No	Privacy Notice	No Contract	Nobody without consent	Civic Officer	Annually	1 year	Server	password	
Farmers Market														
	Trader Contact Details	No	To provide a market (function under Food Act or Royal Charter)	Contract	No	Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Civic Officer	Each market	1 year	Server	password	
	Trader Agreements	No	To provide a market (function under food act or Royal Charter)	Contract	No	Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Civic Officer	Each market	2 year	Server	password	
	Traders Records Pat testing insurance food hygiene etc.	No	To provide a market (function under food act or Royal Charter)	Legislative requirement	No	Contract	Yes	Environmental Health / Trading Standards / External Professional advisers	Civic Officer	Each market	3 year	Server	password	
	Waiting List	No	Business	Contact	No	Privacy Notice	Yes	Nobody without consent	Civic Officer	Each market	1 year	Server	password	
	Complaints received	No	Business	Contact	No	Privacy Notice	Yes	External Professional Advisers, MPs, principal councils.	Finance Officer	On receipt	1 year	Files	no	
	Shopper contact details	No	Business	Contact	No	Privacy Notice	Yes	Nobody without consent	Civic Officer	Annually	1 year	Server	password	
Planning														
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Democratic Officer	On receipt	1 year	Server	password	
Property														
	Leases/licenses	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	indefinitely	Server	password	
	Tenant Contact Details	No	Democracy	Contact	No	Contract	Yes	External Professional Advisers	Finance Officer	Annually	See document Retention Policy	Filing cabinet	lock and key	
	Covenants	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Civic Officer	Annually	See document Retention Policy	Files	no	protection needed

	Public rights of way	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Democratic Officer	Annually	See document Retention Policy	Files	lock and key	
	Service level agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	External Professional Advisers	Director	Annually	See document Retention Policy	Files	lock and key	
General Contacts														
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	All staff	Annually	1 year	Server	password	

Council Profile	Large Town Council
	Councillors 17
	Staff 1 Clerk 14 part time staff
	Electorate 17,500
	Precept 2018/2018 £720,000
	Museum
	GM Depot
	Pavilion
	Corn Exchange with long term lease to Community Interest Group Community Centre operated by Community Association