

RAINOW PARISH COUNCIL

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

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 consider the same headings for each activity.

Inventory assembled on 05/04/2018 and Last updated on 05/04/2018

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? 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
Staff														
	Contract	Yes	HR	It is a contract	Yes	Yes	Not applicable	External Professional Advisers	Clerk	On appointment and on review	Duration of Employment plus 6 years	Computer	Password	
	PAYE	No	HMRC	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC	Clerk	Monthly	Duration of Employment plus 6 years	Computer	Password	
n/a	Bank details	N/A	N/A	To-pay-staff-salaries	No	Contract	Yes	Our Bank; Payroll company	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/Lock & key	N/A
n/a	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; payroll company; Pension Fund Managers; HMRC	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/Lock & key	N/A
n/a	Leave Form	No	HR	Employment-Purposes	No	Yes	Yes	External Professional Advisers	Clerk	Yearly	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/Lock & key	N/A
	Staff Appraisals	Yes	HR	Employment	No	Not required	Not applicable	Internally	Clerk	As required	duration of employment	Computer	Password	
n/a	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	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Computer	Password	
	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	Computer	Password	
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Computer	Password	
Contractors /Suppliers where we hold personal data of a natural person (not the data of a limited company or of another council)														
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers	Clerk	When Appointed	See document Retention Policy	Computer	Password	Clerk must compile a List of ALL of the contracts which involve our holding any 'personal data'
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Computer	Password	
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Computer	Password	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Computer	Password	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank	Responsible Finance Officer	On raising	See document Retention Policy	Computer	Password	
	Insurance	No	Business	Contact	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Computer	Password/ Lock & key	
	References	No	Business	Contact	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Computer	Password	
Residents														
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	Clerk	On receipt	1 Year	filing Cabinet	None required	
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Computer	Password	
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	2 years	Computer	Password	
	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Computer	Password	
Community Organisations														
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See document Retention Policy	Computer	Password	
	Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	See document Retention Policy	Computer	Password	
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No contract	Names become Public Knowledge, other data is confidential	Clerk	Annually	See document Retention Policy	Computer	Password	
Community Projects														
	Civic Service	No	Democracy	Service to community	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See document Retention Policy	Computer	Password	
	Defibrillators	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	See document Retention Policy	Computer	Password	
	Litter Picking	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See document Retention Policy	Computer	Password	
	Community Pride Competition	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See document Retention Policy	Computer	Password	
	Map Booklets	No	Business	Payment	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	See document Retention Policy	Computer	Password	
	Raven Newsletter	Perhaps	Business	Payment	Yes	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See document Retention Policy	Computer	Password	
Planning														
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Clerk	On receipt	1 year	Computer	None required	
Property														
	Lease for Recreation Ground	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	Indefinitely	Laptop/Filing Cabinet	Password/Lock & key	
	Trinity Gardens	No	Property	Contact	Yes	Public Document	No contract	Public Document registered at Land Registry	Clerk	Annually	Indefinitely	filing Cabinet	Lock & Key	
	Ravens Spiny	No	Property	Contact	Yes	Public Document	No contract	Public Document registered at Land Registry	Clerk	Annually	Indefinitely	filing Cabinet	Lock & Key	
Allotments														
N/A	Tenancy Agreements	No	Property Records	Service to community	No	Tenancy Agreement	Yes	Allotments Association and its members	Clerk	Annually	See document Retention Policy	Laptop/Filing Cabinet	Password/Lock & key	
N/A	Tenant Contact Details	No	Property Records	Contact	No	Tenancy Agreement	Yes	Allotments Association and its members	Clerk	Annually	See document Retention Policy	Laptop/Filing Cabinet	Password/Lock & key	
Cottage Tenants														
	Legal Tenancy Agreement	No	Property Records	Contact	No	Contract	Yes	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Laptop/Filing Cabinet	Password/Lock & key	
	Tenant Contact Details	No	Property Records	Contact	No	Contract	Yes	External Professional Advisers	Clerk	Annually	See document Retention Policy	Laptop/Filing Cabinet	Password/Lock & key	
Cemetery														
	Record of Burials	No	legal	Legislative requirement	Yes	Not applicable	not applicable	Public Document required by law	Clerk	On-raising	Indefinitely	Laptop/Filing Cabinet	Password/Lock & key	
	Purchased Graves	Sometimes	legal	Contact	No	contract	Yes	Any reasonable request	Clerk	On-raising	Indefinitely	Laptop/Filing Cabinet	Password/Lock & key	
	Contact Details of known Undertakers	No	Cemetery functions	Contact	No	We need a privacy notice	not applicable	Bereaved families	Clerk	On-raising	until the Undertaker closes down	Laptop/Filing Cabinet	Password/Lock & key	Need to issue a Privacy Notice to all Undertakers
Village Hall														
	Legal Agreements (We are Custodian Trustee)	No	Property Records	Recreation function	No	Contract	Yes	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Laptop/Filing Cabinet	Password/Lock & key	
	Deeds - Land purchase	No	Property Records	Property Records	No	No	Public document	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Laptop/Filing Cabinet	Password/Lock & key	
	Lease for Village Hall	No	Property Records	Property Records	No	Contract	Yes	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Laptop/Filing Cabinet	Password/Lock & key	
General Contacts														
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	Clerk	On raising	See document Retention Policy	Computer	Password	
	Residents Emails	Yes	Democracy	Contact	No	Privacy Notice	Not applicable	Nobody without consent	Clerk	On receipt	See document Retention Policy	Computer	Password	

Council Profile	Small Parish Council
	Councillor 12
	Staff 1 Clerk Part time
	Electorate - 1096
	Precept 2018/2019 - £11000
	1 Recreational ground (owned by Cheshire East)
	1 wildlife garden owned by Parish Council
	1 small garden owned by Parish Council