

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? |
| Staff | | | | | | | |
| | 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 |
| Councillors | | | | | | | |
| | 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 |
| Contractors/Suppliers | | | | | | | |
| | 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 |
| Residents | | | | | | | |
| | 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 |
| Community Organisations | | | | | | | |
| | 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 |
| Planning | | | | | | | |
| | Objections | No | Democracy | We are consulted on applications | Yes | Public Document | No contract |
| Property | | | | | | | |
| | Lease for Scout Hut | No | Property | Council Function | No | Public Document | Yes |
| Allotments | | | | | | | |
| | Tenancy Agreements | No | Property records | Service to Community | No | Tenancy Agreement | Yes |
| | Tenant Contact Details | No | Property records | Contact | No | Tenancy Agreement | Yes |
| General Contracts | | | | | | | |
| | 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 |
| | | | | | |

| 6. Action Needed |
|------------------------|
| Action needed (if any) |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |