## Inventory of Personal Data Captured, Stored and Processed by Stanwix Rural Parish Council

1. What Personal Data Do We Hold?			Lawful basis for holding personal data				3. Consent	4. Sharing Personal Data
To whom does it relate?	What Data is it?	Including Sensitive Data?	What is it for?	Why do we have it?	obliged to hold	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?
Staff								
	Contract	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Our Bank; Payroll company
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; payroll company; Pension Fund Managers; HN
	Leave Form	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers
C	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes	
Councillors	Designations of later 1	W	D	La ministrativa na	lv	Not as and	Mat and Paris	This is Bubbs Ke and also
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge
Cambrachana /C.								
	ppliers where we hold personal data of a natural person							
(not the	data of a limited company or of another council)	Na	Duringan	Combont	N	Caratrant	Vaa	Estamal Duafassianal Advisora
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit
	Purchase orders Quotations	No No	Business Business	Purchasing Purchasing	No No	Contract Contract	Yes Yes	Public inspection on audit Public inspection on audit
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers
	References	No	Business	Contact	No	Contract	Yes	External professional advisers  External professional advisers
Residents	References	NO	business	Contact	NO	Contract	res	External professional advisers
Residents	Electoral Register	No	Domocracy	Domocracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.
	Complaints		Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.
	Freedom of Information requests		Democracy	Democracy		Privacy Notice		External Professional Advisers
	General Correspondence from MOPs	No Perhaps	Democracy	Democracy	Yes No	Privacy Notice	No contract No contract	External Professional Advisers, MPs, principal councils.
Community	deneral correspondence nominions	генарз	Democracy	Democracy	140	I TIVACY INCLICE	NO CONTIACE	External riviessional Advisers, IVIFS, principal Codifcils.
Organisations				1	1			
Organisations	Email Addresses	No	Domocracy	Contact	No	Privacy Notice	No contract	Nobody without consent
	Grant Application Forms	No Perhaps	Democracy Democracy	Service to community	No No	Privacy Notice	No contract	Nobody without consent External Professional Advisers
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No contract	Names become Public Knowledge, other data is confidential
Planning	14011111111111111111111111111111111111	140	Democracy	Contact	140	I TIVACY INOLICE	INO COILLIACE	Maines become rubile knowledge, other data is conflidential
riaillillig	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document
Property	Objections	INU	Democracy	vvc are consulted on applications	163	ו מאווכ שטכעווופוונ	ואט נטוונומנו	our objection of approval is a public document
. Toperty	Lease for Village Green	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry
Village Hall	(We are Custodian Trustee)	1.10	горенсу	Council ranction	1	, abiic Document		a same socument registered at Land Negistry
Thiage Hall	legal Agreements	No	Property Records	Recreation function	No	Contract	Yes	Public Document
1	Deeds - Land purchase	No	Property Records	Property Records	No	No	Public document	Public Document
	Lease for Village Hall	No	Property Records	Property Records	No	Contract	Yes	Public Document
General		1.10	sperty necords				1.55	. 2000.
Contacts								
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request
		1.55			1.30			,

Council Profile	Small Parish Council
	Councillors 8 out of 15
	Staff 1 Clerk Part time
	Electorate 3000 approx
	Precept 2018/2019 £43,540
	3 1 Recreational ground
	1 Play Park
	1 Street Light
	Custodian of Village Hall (Houghton and Crosby-on-Eden

		5. Our internal processes	6. Action Needed		
Who is responsible for keeping	How often is it checked?	How long do we keep it?	Action needed		
this data?	How often is it checked:	now long do we keep it:	Where is it held?	Protection?	Action needed
tiiis data:					
Clerk	On appointment and on review	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Monthly	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Duration of Employment	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Duration of Employment	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Yearly	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	As required	duration of employment	Filing cabinet	lock and key	
	i i			, , , , , , , , , , , , , , , , , , ,	
Clerk	At Election	Term of Office plus 4 years	Computer/filing Cabinet	Password/ Lock & key	Comply with document retention policy
Clerk	At Election	Term of Office plus 4 years	Computer/filing Cabinet	Password/ Lock & key	Someth was accommended by the sound of the s
Clerk	At Election	Term of Office plus 4 years	Computer/filing Cabinet	Password/ Lock & key	Suggest stand alone email address for all councillors
CICIK	At Election	Term of Office plus 4 years	computer/ining cabinet	Tassword/ Lock & Rey	Suggest stand alone email address for all councillors
Clerk	When Appointed	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	Clerk holds contact details for contractors/suppliers
					Clerk holds contact details for contractors/suppliers
Responsible Finance Officer	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On appointment	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On appointment	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	1 Year	Computer/filing Cabinet	None required	
Clerk	On receipt	1 year	Computer/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	2 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	1 year	Computer/filing Cabinet	Password/ Lock & key	Ensure document retention policy complies
	·				
Clerk	On receipt	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Annually	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	<del> </del>
5.518		and a death and the control of the c	Computer/ ming cabillet	. assironal Eook & Rey	
Clork	On receipt	1 year	Computer/filing Cabinet	None required	
Clerk	On receipt	1 year	Computer/Illing Cabinet	inone required	
Clark	Annually	Indefinitely	Computer/fills - C-late	Decouped / Leals O Leas	
Clerk	Annually	Indefinitely	Computer/filing Cabinet	Password/ Lock & key	
- <del></del>	1	1			
Clerk	Annually	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Annually	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Annually	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
		<u>                                     </u>		<u> </u>	
Clerk	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	Comply with document retention policy
-			<u> </u>	•	