

Terrington St John Parish Council information audit - drafted Feb 2019

For the purposes of data protection, details are provided below of information held by the Parish Council

Document	Personnal detail held	Purpose	How it is held	Legal basis	Length of time to be held	Shared with	Purpose of sharing
Personnel - staff							
Employment: eg Contract, CV, appraisal	Contact details, NI no. employment history	For setting up and managing employment of staff	Electronically/hardcopy	Legal obligation	Until 6 years after employment has ceased with he PC	Not shared	n/a
CVs & applications of job applications	Contact details and personal details of employment history	Recruitment	Electronically/hardcopy	Public task	For 6 months after notifying unsuccessful applicant/s	Not shared	n/a
Councillors							
Application for co-option	Contact details and reasons for wanting to become a parish councillor	Reference	Electronically	Public task	For 3 months after councillor vacancy filled	Not shared	n/a
Declaration of interest	Pecuniary and other interests of the parish councillors	Legal requirement	Received by Clerk then sent to BCKLWN	Public task	For the length of time a councillor is a member of the PC	On BCKLWN website	Public information
Contact list of councillors' details	Contact details	Reference – for the public to contact councillors	Electronically, hardcopy, website, noticeboard	Public task	To be updated as change dictates and kept for up to a year after a councillor leaves the council	The public via website and notice board	Public information
Members of the public							
Electoral register	Names and address	Reference	Electronic	Public task	Current year only	Not shared	n/a
Enquiries from members of the public	Contact details	To request information, pass on information or make a statement	Electronically/hard copy	Public task	For as long as is necessary	Not shared	n/a
Contact details of allotment or land holders	Contact details	To provide invoice/reference	Electronically/hardcopy	Contract	For 6 years after end of allotment holding	Not shared	n/a

