Inventory of Data	
Captured, Stored and	
Processed by	
Hazlemere Parish	
Council	

Inventory assembled on 22/05/2018 and Last updated on 22/05/2018

	1. What Personal Data Do We Hold?				r holding personal data		3. Consent	4. Sharing Personal Data			5. Our internal processes			6. Action Need
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.	privacy notice relating to the	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
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	Employment contracts	Yes	HR	It is a contract	Yes	Contract	Yes	External Professional Advisers; Councillors	Clerk	As required	Duration of Employment plus 6 years	Staff File	Lock and key	
	Leave/sickness record	Yes	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers; HMRC; Councillors	Clerk	As required	Duration of Employment plus 6 years	Staff File	Lock and key	
	Discipline/Grievance record	Yes	HR	Employment	No		Yes	External Professional Advisers; HMRC; Councillors	Clerk	As required	Duration of Employment plus 6 years	Staff File	Lock and key	
	Next of Kin details	Yes	HR	Employment	No 	Yes	Yes	Councillors	Clerk	As required	Duration of employment	Staff File	Lock and key	
	Accident/Injury record Pension details	Yes	HR HR	H&S Legislative requirement	Yes Yes	Contract	Yes	External Professional Advisers; Councillors External Professional Advisers: HMRC: Councillors	Clerk Clerk	As required Monthly	Document retention policy	On shelf Pavroll File	Lock and key	
	PAYE PAYE	Yes	HR HR		Yes	Not required Not required	Not applicable	External Professional Advisers; HMRC; Councillors External Professional Advisers; HMRC; Councillors	Clerk	Monthly	Duration of employment	Payroll File	Lock and key	+
	PATE	res	пк	Legislative requirement	res	Not required	Not applicable	External Professional Advisers, Hiving, Councillors	CIEIK	IVIOITETITY	Duration of employment	Payroli File	LUCK allu key	
	Contact details	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC; payroll company	Clerk	As required	Duration of employment	Server/Staff File Payroll software/Staff	Password/Lock and Key	
	Bank details	Voc	HR	To pay staff salaries and invoices	No	Contract	Yes	External Professional Advisers: Councillors	Clerk	As required	Duration of employment	File	Password/Lock and Kev	
	Job applications (unsuccessful applicants)	Yes	HR	Employment	No.	Yes	Yes	External Professional Advisers; Councillors	Clerk	On application	Until appointment made	Filing cabinet	Lock and key	+
	Job applications/references (successful	103	Till	Employment	110	i c	ics	External Professional Advisers, Councillors	CICIK	Оп аррисации	Onch appointment made	Tilling cabilict	LOCK UTTO KCY	
	applicants)	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers: Councillors	Clerk	On appointment	Duration of employment	Filing cabinet	Lock and key	
	Staff Appraisals/Performance	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; Councillors	Clerk	As required	Duration of employment	Staff File	Lock and key	
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								1	L	1		1	Webite is secure and	
icillors	Declarations of Interest	Yes	Democracy	Legislative requirement	Yes	Not required	Yes	This is Public Knowledge	Clerk	At election	Term of office	Website	backed up	1
							.,					Website and	Webite is secure and	
	Personal contact details	No	Democracy	Legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All office staff	At election	Term of office	Noticeboards Website and	backed up Webite is secure and	+
	Email Addresses	No	Democracy	Legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All office staff	At election	Term of office	Noticehoards	backed up	
ractors/Suppliers	Email Addresses	140	Democracy	Ecgisiative requirement	163	Not required	ics	This is I ublic knowledge	All office staff	Accicción	Term or office	Noticebourus	вискей ир	
	Contact details	No	Business	Contact	No	Contract	Yes	Public inspection on audit; Councillors; External Profession	All office staff	As required	2 years from last contract	Computer and files	Password/Lock and Key	
								Public inspection on audit; Councillors; External				Computer and Annual		
	Invoices	Yes	Business	Payment	No	Contract	Yes	Professional Advisers	All office staff	As required	Document retention policy	Accounts files	Password and No	
								Public inspection on audit; Councillors; External				Computer and		
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Professional Advisers	All office staff	As required	Document retention policy	Accounts files	Password and No	
												Computer and		
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit; Councillors; External Profession		As required	Document retention policy	Accounts files	Password and No	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Parish Council Bank/Councillors	All office staff	As required	Document retention policy	Computer and files	Password and No	
	Insurance	No	Business	Contract	No	Contract	Yes	External Professional Advisers	All office staff	As required	Document retention policy	Computer and files	Password and No	
	Contracts	Yes	Business	Contract	Yes	Contract	No contract	External Professional Advisors/Councillors	All office staff	As required	Document retention policy	Computer and files	Password and No	
	References	No	Business	Contact	No	Contract	Yes	External Professional Advisers	All office staff	As required	Document retention policy	Computer and files	Password and No	-
ents	Complaints Freedom of Information requests	Sometimes Sometimes	Democracy	Democracy	No Yes	Privacy Notice Privacy Notice	No contract No contract	External Professional Advisers External Professional Advisers	All office staff All office staff	On receipt On receipt	1 year Document retention policy	Computer and files Computer and files	Password and No Password and No	+
	Freedom of Information requests	Sometimes	Democracy	Democracy	res	Privacy Notice	NO CONTRACT	Public Document required by law, which is choosen to	All office staff	On receipt	Document retention policy	Computer and files	Password and No	1
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	hold	All office staff	On receipt	1 year	Computer	Password	
munity	Licetoral negister	140	Democracy	Democracy	110	ηνος αρφιικαυία	INO CONTI BLE	noid.	All office stall	Оптесеірі	1 year	Computer	1 033W01 U	+
nisations										1				
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No Contract	Nobody without consent	All office staff	As required	Document retention policy	Computer and files	Password and No	
	Grant Application Forms	Sometimes	Democracy	Service to Community	No	Privacy Notice	No Contract	External Professional Advisers	All office staff	As required	Document retention policy	Computer and files	Password and No	
	Nominations of external committee members		Democracy	Contact	No	Privacy Notice	No Contract	External Professional Advisers	All office staff	As required	Document retention policy	Computer and files	Password and No	
ments														
	Waiting list	No	Business	Allocation	No	Privacy Notice	No Contract	Nobody without consent	All office staff	Monthly	Until plot available	Computer and files	Password and No	
	Tennant Contact Details	No	Property records	Contact	No	Tenancy Agreement	Yes	Allotments Association and its members	All office staff	Monthly	Document retention policy	Computer and files	Password and No	
	Tenancy Agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	Allotments Association and its members	All office staff	Annually	Document retention policy	Computer and files	Password and No	
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	Objections	NO	Democracy	The Parish Council is a consultee	NO	Public Document	No contract	Objection or approval is a public Document	Democratic Officer	As required	Document retention policy	Computer and files	Password and No	1
ortu	Planning Applications	No	Democracy	The Parish Council is a consultee	No	Public Document	No contract	Objection or approval is a public Document	Democratic Officer	As required	Document retention policy	Computer and file	Password and No	+
perty		+	1	+				+	1	+	+	+	Password and Key and	+
	Leases/licenses	No	Property.	Council function	No	Public Document	Voc	Public Document if registered at Land Registry	All office staff	As required	Indefinitely	Computer and safe	rassword and key and	
	Tenant Contact Details	No	Property Democracy	Contact	No	Contract	Vac	External Professional Advisers	All office staff	As required As required	Document retention policy	Computer and files	Password and No	1
	Service level agreements	No	Property records		No.	Tenancy Agreement	Yes	External Professional Advisers External Professional Advisers	Director	As required As required	Document retention policy Document retention policy	Computer and files	Password and No	1
eral Contacts	service level agreements	.10	. roperty records	Service to community		renality rigitalities		External Forestonal Parisers	O. CCCO	, a required	Decament retention policy	computer and mes	. Joseph a arta No	+
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	All office staff	Annually	1 year	Server	Password	

Council Profile	Hazlemere Parish Council
	Councillors: 12
	Staff: 1 Full Time Clerk 1 Part Time Office and
	1 Part Time Head Warden
	Electorate 8,501
	Precept 2018/2019 £284,846.10
	3 Recreation Grounds
	Grounds Maintenance Depot
	Pavilion
	Cedar Barn Complex