



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 it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
Staff	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	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	Yes	HR	H&S	Yes	Contract	Yes	External Professional Advisers; Councillors	Clerk	As required	Document retention policy	On shelf	Lock and key	
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; Councillors	Clerk	Monthly	Duration of employment	Payroll File	Lock and key	
	PAYE	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; Councillors	Clerk	Monthly	Duration of employment	Payroll File	Lock and key	
	Contact details	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC; payroll company	Clerk	As required	Duration of employment	Server/Staff File	Password/Lock and Key	
	Bank details	Yes	HR	To pay staff salaries and invoices	No	Contract	Yes	External Professional Advisers; Councillors	Clerk	As required	Duration of employment	Payroll software/Staff File	Password/Lock and Key	
	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 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	
Councillors	Declarations of Interest	Yes	Democracy	Legislative requirement	Yes	Not required	Yes	This is Public Knowledge	Clerk	At election	Term of office	Website	Website is secure and backed up	
	Personal contact details	No	Democracy	Legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All office staff	At election	Term of office	Website and Noticeboards	Website is secure and backed up	
	Email Addresses	No	Democracy	Legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All office staff	At election	Term of office	Website and Noticeboards	Website is secure and backed up	
Contractors/Suppliers	Contact details	No	Business	Contact	No	Contract	Yes	Public inspection on audit; Councillors; External Professional Advisers	All office staff	As required	2 years from last contract	Computer and files	Password/Lock and Key	
	Invoices	Yes	Business	Payment	No	Contract	Yes	Public inspection on audit; Councillors; External Professional Advisers	All office staff	As required	Document retention policy	Computer and Annual Accounts files	Password and No	
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit; Councillors; External Professional Advisers	All office staff	As required	Document retention policy	Computer and Accounts files	Password and No	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit; Councillors; External Professional Advisers	All office staff	As required	Document retention policy	Computer and 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 Advisers/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	
Residents	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers	All office staff	On receipt	1 year	Computer and files	Password and No	
	Freedom of Information requests	Sometimes	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	All office staff	On receipt	Document retention policy	Computer and files	Password and No	
	Electorate Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which is chosen to hold.	All office staff	On receipt	1 year	Computer	Password	
Community Organisations	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	No	Democracy	Contact	No	Privacy Notice	No Contract	External Professional Advisers	All office staff	As required	Document retention policy	Computer and files	Password and No	
Allotments	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	
	Tenant 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	
Planning	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	
	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	
Property	Leases/licenses	No	Property	Council function	No	Public Document	Yes	Public Document if registered at Land Registry	All office staff	As required	Indefinitely	Computer and safe	Password and Key and code	
	Tenant Contact Details	No	Democracy	Contact	No	Contract	Yes	External Professional Advisers	All office staff	As required	Document retention policy	Computer and files	Password and No	
	Service level agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	External Professional Advisers	Director	As required	Document retention policy	Computer and files	Password and No	
General Contacts	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