

South Creake Parish Council Information Audit - reviewed May 2019

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

Council List (excludes Column 2)

Document	Personal detail held	Purpose	How it is held	Legal Basis	Length of time to be held	Shared with	Purpose of sharing
Personnel							
Employment: e.g. contract, pension, CV, appraisal	Contact details, National Insurance number, Employment History	For setting up and managing employment of staff	Electronically, Hard Copy	Legal Obligation Article 6 (c)	Until 6 years after employment has ceased with the Parish Council	Not shared	N/A
CV's & applications of job applicants	Contact details and personal details of employment history	Recruitment	Electronically, Hard Copy	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, Hard Copy	Public Task	For 3 months after Councillor vacancy filled	Not shared	N/A
Declaration of Interests forms	Pecuniary and other interests of Parish Councillors	Legal requirement	Received by Clerk then sent to BCKLWN	Public Task	For length of time a Councillor is a member of the Parish Council	On BCKLWN's website	Public Information
Contact list of Councillor's details	Contact details	Reference - for the public to contact Councillors	Electronically, hard copy, Creake News (Chair's phone number) Noticeboard (Chair's contact details)	Public Task	To be updated/amended as change dictates and kept up to a year after Councillor leaves the Council	The public via website, newsletter and noticeboard	Public Information
Members of the Public							
Electoral Register	Names, addresses	Reference	Electronic copy	Public Task	Current year only (until new register is issued by the BCKLWN)	Not shared: the BCKLWN shared this document with the Parish Council	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
Grant Applications	Contact details, reasons for requesting grant, other relevant details about organisation requesting grant	To consider requests for grants from local non-profit making organisations	Electronically, hard copy	Public Task	If awarded a grant, for up to 7 years for auditing purposes. If not awarded a grant, up to one year	Not shared	N/A
Contractors							
Contractors providing goods or services to the Parish Council	Contact details, details of contract between the two parties	Contractual	Electronically, hard copy	Contract	Life of the contract and up to 7 years for auditing purposes	Not shared	N/A
Allotments							
Details of allotment tenants	Contact details and signature (on tenancy agreement)	Contractual	Electronically, hard copy	Contract	For up to 7 years after plot vacated for auditing purposes	Not shared	N/A