

Inventory of Personal Data Captured, Stored and Processed by Old Radnor Community Council										Inventory assembled on 03/05/2018 and Last updated on 03/05/2018					
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?	Who is responsible for keeping this data?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed	
Staff															
	Contract	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers	Clerk	On appointment and on review	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key		
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company	Clerk	Monthly	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key		
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Our Bank.	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key		
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; Pension Fund Managers; HMRC	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key		
	Leave Form	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers	Clerk	Yearly	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key		
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key		
	Performance Plans	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key		
Councillors															
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet	Password/ Lock & key		
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet	Password/ Lock & key		
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet	Password/ Lock & key		
Contractors /Suppliers where we hold personal data of a natural person (not the data of a limited company or of another council)															
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers	Clerk	When Appointed	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	Hold list of any involving personal data	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit		On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key		
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Clerk	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key		
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Clerk	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key		
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank	Clerk	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key		
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Clerk	On appointment	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key		
	References	No	Business	Contact	No	Contract	Yes	External professional advisers	Clerk	On appointment	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key		
Residents															
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	Clerk	On receipt	1 Year	Laptop/filing Cabinet	None required		
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/filing Cabinet	Password/ Lock & key		
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	2 years	Laptop/filing Cabinet	Password/ Lock & key		
	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/filing Cabinet	Password/ Lock & key		
Community Organisations															
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key		
	Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key		
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No contract	Names become Public Knowledge, other data is confidential	Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key		
Planning															
	Applications and Council Comments	No	Democracy	CC consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Clerk	On receipt	1 year	Laptop/filing Cabinet	None required		
General Contacts															
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable		Clerk	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key		
Village Hall															
	Custodian Trustee Walton														
	Legal Agreements	No	Property Record	Legal Records	No	Contract	Yes	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key		
	Deeds - Land	No	Property Record	Property Records	No	No	Public document	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key		