

Newnham on Severn Parish Council

Initial issue Jan 19. Last updated Jan 19

What Data is it?		2. Lawful basis for holding personal data				3. Consent	4. Sharing Personal Data	5. Our internal processes				6. Action Needed
What Data is it?	Including Sensitive Data?	What is it for?	Why do we have it?	Legally req'd #	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?	shared with	Resp person	How often is it checked?	How long do we keep it?	Where is it held?	Action needed
Staff												
Contract	Yes	HR	Legal	Yes	Contract	n/a	Professional Advisers	Clerk	On appointment	Employment + 6	Laptop/filing Cabinet	
PAYE	Yes	HR	Legal	Yes	Not required	n/a	HMRC; payroll company	Clerk	Monthly	Employment + 6	Laptop/filing Cabinet	
Bank details	Yes	HR	process pay	No	Contract	Yes	Bank	Clerk	Duration of Employment	Employment + 6	Laptop/filing Cabinet	
Pension details	n/a	n/a	n/a	Yes	n/a	n/a	n/a	Clerk	Duration of Employment	Employment + 6		
Holiday Form	No	HR	Employment	No	Yes	Yes	payroll company	Clerk	ongoing	Employment + 6	Laptop	
Staff Appraisals	Yes	HR	Employment	No	Yes	Yes	Professional Advisers	Clerk	annually	duration of employment	Filing cabinet	
Performance Plans	Yes	HR	Employment	No	Yes	Yes	Professional Advisers	Clerk	annually	duration of employment	laptop/filing cabinet	
Councillors												
Declarations of Interest	Yes	Democracy	legal	Yes	n/a	n/a	public	Clerk	At Election	Term of Office plus 4 years	filing Cabinet	
Personal Contact Details	Yes	Democracy	legal	Yes	yes	Yes	public	Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet	
Email Addresses	Yes	Democracy	legal	Yes	yes	Yes	public	Clerk	At Election	Term of Office plus 4 years	Laptop	
acceptance of office	no	Democracy	Legal	Yes	n/a	n/a	public		at election/APCM		Filing cabinet	
Contractors /Suppliers (personal data only)												
Contact details (personal)	No	Business	Contact	No	Contract	Yes	Councillors/ public	Clerk	When required	during live contract	Laptop	
Residents												
Electoral Register	No	Democracy	Democracy	yes	n/a	n/a		Clerk	On receipt	1 Year	filing Cabinet	
Complaints	Sometimes	Democracy	Democracy	yes	n/a	n/a	Public	Clerk	On receipt	1 year	Laptop/filing Cabinet	
FOI requests	No	Democracy	Democracy	Yes	n/a	n/a	Public	Clerk	On receipt	2 years	Laptop/filing Cabinet	
General Correspondence from	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	Public	Clerk	On receipt	1 year	Laptop/filing Cabinet	
Community Organisations												
Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	by consent	Clerk	On receipt	See document Retention Policy	Laptop	
Grant Application Forms	Perhaps	Democracy	community	No	Privacy Notice	No contract	Public	Clerk	On receipt	See document Retention Policy	Laptop/filing Cabinet	
Planning												
Objections/support	No	Democracy	consultation	Yes	n/a	No contract	public with personal details r	Clerk	On receipt	1 year	Laptop/filing Cabinet	
Property												
Allotments/parking												
Tenancy Agreements	Yes	Records	Control	No	Tenancy Agreement	Yes	tenants	Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet	
Tenant Contact Details	Yes	Records	Contact		Tenancy Agreement		liaison Cllr		annually			
Tenant rental costs	No	Financial	Audit	No		Yes	Council	Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet	
Cemetery												
Record of Burials	No	legal	Legal	Yes	Not applicable	not applicable	Public Document	Clerk	no review	Indefinitely	filing Cabinet	
Purchased Graves	Sometimes	legal	Legal	No	contract	n/a	Public Document	Clerk	no review	Indefinitely	filing Cabinet	
General Contacts												
Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Public Document	Clerk	On raising	See document Retention Policy	Laptop	

Council Profile	
Councillor 9	
Staff 1 Clerk Part time	
Electorate 1100	
Precept 2018/2019 £29,925	
1 Recreational ground	
1 Play Park	
1 Skate Park	
1MUGA	
parking spaces x 7	
Allotments	
Cemetery	
Closed Churchyard	

NOTE: If legally obliged to hold information, no consent is needed.
 Note: All lap top records are secured by password control.
 All hard copy documents are secured by locked storage in a filing cabinet