

1. What personal data do we hold		2. Lawful basis for holding personal data				3. Consent	4. Sharing personal data	5. Our internal process				
To whom does it relate?	What data is it?	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 (cabinet key is kept with the Proper Officer)
STAFF												
	Employment contract	HR	It is a contract	Yes	Contract	Yes	Proper Officer and councillors on the personnel committee	Proper Officer	As required	Duration of employment plus 6 years	Staff File	Lock and Key
	Leave / sickness record	HR	Employment purposes	No	Yes	Yes	Proper Officer and councillors on the personnel committee	Proper Officer	As required	Duration of employment plus 6 years	Staff File	Lock and Key
	Accident / Injury record	HR	H&S	Yes	Contract	Yes	Proper Officer and councillors on the personnel committee	Proper Officer	As required	Document retention policy	Parish rooms	Lock and Key
	Pension Details	HR	Legislative requirement	Yes	Not required	Not applicable	Proper Officer / HMRC and councillors on the personnel committee	Proper Officer	Monthly	Duration of employment	Staff File	Lock and Key
	PAYE	HR	Legislative requirement	Yes	Not required	Not applicable	Proper Officer / HMRC and councillors on the personnel committee	Proper Officer	Monthly	Duration of employment	Staff File	Lock and Key
	Contact Details	HR	Employment	No	Yes	Yes	Proper Officer / HMRC and councillors on the personnel committee	Proper Officer	As required	Duration of employment	Council laptop / Staff file	Password protected laptop / Lock and key cabinet
	Bank Details	HR	To pay staff salaries and expenses	No	Contract	Yes	Proper Officer and Lloyds Bank	Proper Officer	As required	Duration of employment	Council Laptop	Password protected
	Job applications (unsuccessful applicants)	HR	Employment	No	Yes	Yes	Proper Officer and councillors on the personnel committee	Proper Officer	On application	destroyed unless agreed with applicant	Filing cabinet & Council laptop	Lock and Key / Password protected
	Job applications / references (successful applicants)	HR	Employment	No	Yes	Yes	Proper Officer and councillors on the personnel committee	Proper Officer	On appointment	Duration of employment	Filing cabinet	Lock and Key
	Staff Appraisals / Performance	HR	Employment	No	Yes	Yes	Proper Officer and councillors on the personnel committee	Proper Officer	As required	Duration of employment	Staff File	Lock and Key
COUNCILLORS												
	Declarations of interest	Democracy	Legislative requirement	Yes	Not required	Yes	This is public knowledge	Monitoring Office	At election / annually	Term of office	Website	Secure
	Personal contact details	Democracy	Legislative requirement	Yes	Not required	Yes	This is public knowledge	Monitoring Office	At election / annually	Term of office	Website / Noticeboards	Secure
	Dedicated email address for council business only	Democracy	Legislative requirement	Yes	Not required	Yes	This is public knowledge	Proper Officer	At election / annually	Term of office	Website / Noticeboards	Secure
CONTRACTORS												
	Contact Details	Business	Contact	No	Contract	Yes	Proper Officer and councillors	Proper Officer	As required	2 years from last contract	Computer / Files	Password protected laptop / Lock and key cabinet
	Invoices	Business	Payment	No	Contract	Yes	Proper Officer and councillors	Proper Officer	As required	Document retention policy	Computer / Files	Password protected laptop / Lock and key cabinet
	Quotations	Business	Purchasing	No	Contract	Yes	Proper Officer and councillors	Proper Officer	As required	Document retention policy	Computer / Files	Password protected laptop / Lock and key cabinet
	Bank Account Details	Business	Payment	No	Contract	Yes	Proper Officer / Responsible Finance Officer (RFO)	Proper Officer	As required	Document retention policy	Computer / Files	Password protected laptop / Lock and key cabinet

	Insurance	Business	Contact	No	Contract	Yes	Proper Officer and Councillors	Proper Officer	Annually	Document retention policy	Computer / Files	Password protected laptop / Lock and key cabinet
	Contracts	Business	Contact	Yes	Contract	Yes	Proper Officer and Councillors	Proper Officer	As required	Document retention policy	Computer / Files	Password protected laptop / Lock and key cabinet
ELECTORS / PARISHIONERS												
	Complaints	Democracy	Democracy	No	Privacy notice	No contract	Proper Officer and Councillors	Proper Officer	On receipt	1 Year	Computer / Files	Password protected laptop / Lock and key cabinet
	Freedom of Information requests	Democracy	Democracy	Yes	Privacy notice	No contract	Proper Officer and Councillors	Proper Officer	On receipt	Document retention policy	Computer / Files	Password protected laptop / Lock and key cabinet
	Electoral Register	Democracy	Democracy	No	Not applicable	No contract	Public document required by law	Proper Officer	On receipt	1 Year	Councils laptop	Password protected
	Letters / contact details	Democracy	Communication	No	Privacy notice	No contract	Councillors	Proper Officer	As required	Document retention policy	Councils laptop	Password protected
COMMUNITY ORGANISATIONS												
	Email addresses	Democracy	Contact	No	Privacy notice	No contract	Nobody without consent	Proper Officer	As required	Document retention policy	Councils laptop	Password protected
	Grant application forms	Democracy	Service to community	No	Privacy notice	No contract	Councillors	Proper Officer	As required	Document retention policy	Computer / Files	Password protected laptop / Lock and key cabinet
ALLOTMENTS												
	Waiting List	Business	Allocation	No	Privacy notice	No contract	Nobody without consent	Proper Officer	Annually	Until plot available	Councils laptop	Password protected
	Tenant contact details	Property records	Contact	No	Tenancy agreement	Yes	Allotment representative	Proper Officer	Annually	Document retention policy	Computer / Files	Password protected laptop / Lock and key cabinet
	Tenancy agreements	Property records	Service to community	No	Tenancy agreement	Yes	Allotment representative	Proper Officer	Annually	Document retention policy	Computer / Files	Password protected laptop / Lock and key cabinet
PROPERTY / LAND												
	Memorial Hall & Recreational Ground	Property records	Ownership documents (Held in trust)	Yes	No Applicable	No Contract	Anybody with consent	Original Solicitor, copies held on the council laptop	As required	Indefinitely	Original Solicitor, copies held on the council laptop	Password protected on councils laptop
	Parish Rooms & Triangle	Property records		Yes	No Applicable	No Contract	Anybody with consent	Original Solicitor, copies held on the council laptop	No Applicable	Indefinitely	Locked cabinet	Lock and key cabinet
	Millennium Green	Land registry	Lease documents	Yes	No Applicable	No Contract	Anybody with consent	Proper Officer	No Applicable	Indefinitely	Locked cabinet	Lock and key cabinet
	Land located behind Goxhill skip	Ownership documents	Ownership documents	Yes	No Applicable	No Contract	Anybody with consent	Proper Officer	No Applicable	Indefinitely	Locked cabinet	Lock and key cabinet
	Chapel street land	Lease details with NLC	Lease documents	Yes	No Applicable	Yes	Anybody with consent	Proper Officer	No Applicable	Indefinitely	Computer / Files	Password protected laptop / Lock and key cabinet
	Cemetery	Land registry	Ownership documents	Yes	No Applicable	No Contract	Anybody with consent	Solicitor	No Applicable	Indefinitely	Solicitor	/
	Cemetery - Additional Land	Land registry	Ownership documents	Yes	No Applicable	No Contract	Anybody with consent	Original Solicitor, copies held on the council laptop	No Applicable	Indefinitely	Locked cabinet	Lock and key cabinet
	Playing field & Allotments	Land registry	Ownership documents	Yes	No Applicable	No Contract	Anybody with consent	Proper Officer	No Applicable	Indefinitely	Locked cabinet	Lock and key cabinet

	Goxhill Library	Lease details with NLC	Lease documents	Yes	No Applicable	Yes	Anybody with consent	Proper Officer	No Applicable	Indefinitely	Locked cabinet	Lock and key cabinet
CEMETERY												
	Burial Records / Death certificates	Records of the cemetery owned by PC	To maintain complete burial records	Yes	Exclusive rights of burial	No contract	Potential relatives, Funeral directors, councillors	Proper Officer	As required	Indefinitely	Filing cabinet	Lock and key cabinet
	Cemetery Map	Records of the cemetery owned by PC	To maintain complete burial records	Yes	Exclusive rights of burial	No contract	Potential relatives, Funeral directors, councillors	Proper Officer	As required	Indefinitely	Filing cabinet	Lock and key cabinet
	Memorial Applications	Records of the cemetery owned by PC	To maintain complete burial records	Yes	Exclusive rights of burial	No contract	Potential relatives, Funeral directors, councillors	Proper Officer	As required	Indefinitely	Filing cabinet	Lock and key cabinet