

DATA PROTECTION - INFORMATION AUDIT

Parish Council: Woodton Parish Council

Document	Personal Detail Held	Purpose	How it is held	Legal Basis	Length of Time to be Held	Shared With	Purpose of Sharing	Privacy Notice Issue Date
Personnel – Parish Clerk								
Contract	Contractual detail including application and appraisals	Contractual	Electronically / hard copy	Article 6(1)(b) UK GDPR – Contract	12 months following termination	Parish Council Members	Annual appraisal	Issued March 2018 and regularly reviewed
CV	Address, e-mail, contact numbers and other personal data	Contractual	Electronically / hard copy	Article 6(1)(b) UK GDPR – Contract	6 months from termination of employment	Parish Council Members	Recruitment	As above
References	Address, e-mail, contact numbers	Contractual	Electronically / hard copy	Article 6(1)(b) UK GDPR – Contract	7 months from termination of employment	Parish Council Members	Recruitment	As above
Payroll and pension	Address, national insurance number, tax codes, accounts, bank details, and PAYE references	PAYE, pension contributions	Electronically on PAYE system & online banking. Electronically and hard copy with Pension provider	Article 6(1)(c) UK GDPR – Legal obligation	7 years from termination of contract	HMRC PAYE, Nest pension provider, internal auditor	Payment of salaries	As above
Wage Slip	Address, national insurance number, tax codes, accounts and PAYE references	Contractual	Electronically / hard copy	Article 6(1)(c) UK GDPR – Legal obligation	7 years from termination of contract	Members of Parish Council (Chair & Vice-Chair), internal auditor	Payment of salaries	As above
Time sheets	Address, e-mail, rates of pay	Contractual, audit trail	Electronically / hard copy	Article 6(1)(b) UK GDPR – Contract	Last completed audit year	Parish Council members, internal & external audit	Audit trail	As above
Contact List	Address, e-mail, contact numbers	Reference	Electronically, hard copy and website	Article 6(1)(e) UK GDPR – Public Task	When superseded by new version	Parish Council and public	Contact List	As above

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Personnel - Councillors								
References, statement of interest	Address, e-mail, contact numbers	Contractual	Electronically / hard copy	Article 6(1)(e) UK GDPR – Public Task	7 months from termination of position as Parish Councillor	Parish Council and public	Council business	As above
Declaration of Interests	Pecuniary and other interests	Legal requirement	Hard copy and electronically at District Council	Article 6(1)(e) UK GDPR – Public Task	Parish Council to destroy when Councillor leaves Parish Council	District Council- and members of public via District Council website	Legal obligation	As above
Application for co-option	Contact details	Reference	Electronically / hard copy	Article 6(1)(e) UK GDPR – Public Task	3 months after vacancy is filled	Parish Council	Council business	As above
Contact List	Address, e-mail, contact numbers	Reference	Electronically, hard copy and website	Article 6(1)(e) UK GDPR – Public Task	When superseded by update	Website & other members of Parish Council	Reference point	As above
Members of the public								
Electoral Register	Names, addresses	Reference	Electronic copy and possible hard copy	Article 6(1)(c) UK GDPR – Legal obligation	When superseded by update	NOT SHARED	n/a	District Council responsibility
Enquires from the public	Contact details	To request information, pass on information or make a statement	Electronic copy and possible hard copy	Article 6(1)(e) UK GDPR – Public Task	Destroy once matter has been dealt with unless it needs keeping for historical purposes	Other members of Parish Council if needed or other authorities (with permission)	Council business	Informed information is on Council website
Grant applications	Name, address, contact details	Council business	Electronic copy and possible hard copy	Article 6(1)(e) UK GDPR – Public Task	7 years if granted, 1 year if not	Internal auditor and other members of Parish Council if needed	Council business	Informed information is on Council website

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Members of the public								
Planning applications	Name, address	To contribute as a consultee to the planning process	Hard copy and electronically by Parish Clerk and District Council	Article 6(1)(e) UK GDPR – Public Task	Destroy once application has been dealt with	Other members of Parish Council	Council business	District Council
Community Emergency Plan	Names, addresses, contact numbers	Reference	Hard copy and electronically by Parish Clerk and District Council	Article 6(1)(e) UK GDPR – Public Task	When superseded by update	Other members of Parish Council if needed	Reference point in case of emergency	District Council
Contractors services								
Contract, quotes, invoices	Name, address, contact details, bank details	Contractual	Electronically / hard copy. Bank details are stored within the online banking system	Article 6(1)(b) UK GDPR – Contract	7 years	Parish Council Members	Council business	Informed information is on Council website

Document reviewed and amended, formally agreed to adopt amended version at Parish Council meeting on 17th March 2026.