

Inventory of Personal Data Captured, Stored and Processed by Yscir Community Council

1. What Personal Data Do We Hold?		2. Lawful basis for holding personal data				3. Consent		
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?	
Staff	Contract	Yes	HR	It is a contract	No	Contract	Yes	
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicab	
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicab	
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Not applicab	
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not required	Not applicab	
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicab	
	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	
	Invoices	No	Business	Payment	No	Contract	Yes	
Purchase orders	No	Business	Purchasing	No	Contract	Yes		
Quotations	No	Business	Purchasing	No	Contract	Yes		
Bank Account details	No	Business	Payment	No	Contract	Yes		
Residents	Electoral Register	No	Democracy	Democracy	No	Not applicab	No contract	
	Complaints and enquiries	Sometimes	Democracy	Democracy	No	Privacy Notif	No contract	
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notif	No contract	
	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notif	No contract	
Community Organisations								
	Email Addresses	No	Democracy	Contact	No	Privacy Notif	No contract	
	Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notif	No contract	
	Nominations of external committee mem	No	Democracy	Contact	No	Privacy Notif	No contract	
Planning	Objections and planning applications	No	Democracy	We are consulted on application	Yes	#NAME?]	No contract	

Inventory assembled on 03/04/2018 and Last updated on 11/04/2018

4. Sharing Personal Data	5. Our Internal processes		
With whom do we share this data? LIST THEM ALL	Who is responsible for keeping this data?	How often is it checked?	How long do we keep it?
External Professional Advisers	Clerk	On appointment and on review	Duration of Employment plus 6 years
External Professional Advisers, HMRC	Clerk	Monthly	Duration of Employment plus 6 years
Our bank	Clerk	Duration of Employment	Duration of Employment plus 6 years
External Professional Advisers:	Clerk	Duration of Employment	Duration of Employment plus 6 years
This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years
This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years
This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years
External Professional Advisers	Clerk	When Appointed	See document Retention Policy
Public inspection on audit	Clerk	On raising	See document Retention Policy
Public inspection on audit	Clerk	On raising	See document Retention Policy
Public inspection on audit	Clerk	On raising	See document Retention Policy
Our bank	Clerk	On raising	See document Retention Policy
Public Document required by law, which we choose to	Clerk	On receipt	1 Year
External Professional Advisers, MPs, principal council	Clerk	On receipt	1 year
External Professional Advisers	Clerk	On receipt	2 years
External Professional Advisers, MPs, principal council	Clerk	On receipt	1 year
Nobody without consent	Clerk	On receipt	See document Retention Policy
External Professional Advisers	Clerk	On receipt	See document Retention Policy
Names become Public Knowledge, other data is confi	Clerk	Annually	See document Retention Policy
Our objection or approval is a public document	Clerk	On receipt	1 year