

Inventory of Data Captured, Stored and Processed by Tingewick Parish Council

## Inventory assembled on 19/05/2018 and Last updated on 02.03.25

	What Personal Data Do We Hold?				s for holding personal data		3. Consent	4. Sharing Personal Data			5. Our internal processes			6. Action Needed	4
whom does it iate?	What Data is it?	Including Sensitive Data?	What is it for?	Why do we have it?		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?	Action needed	
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	Contract	Ver	up	It is a contract	No	Contract	Var	Any reasonable request	Clark	On appointment and on revis	ew Duration of Employment plus 6 year	a Lanton/filing Cabinet	Password/ Lock	2. bass	I
	DAVE	No	MD.	Legislative requirement	Vac	Not required	Not applicable	HMRC	Clerk	Monthly	Duration of Employment plus 6 yes				I .
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Our Bank	Clerk	Duration of Employment			Password/ Lock		1
incillors		1		1.0 pag 2.0		,				,					4
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	#REF!	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet	Password/Lock	& key	1
	Personal Contact Details	No	Democracy	legislative requirement	Vac	Not required	#REF!	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet	Password/ Lock		I .
	Fmail Addresses	No	Democracy	legislative requirement	Yes	Not required	#REF!	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years		Password/ Lock		1
otractors /Suppliers v	where we hold personal data of a natural person (not the	data of a limit				1	, JAMES I		- MARCO 11		The second plant of pears				4
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers	Clerk	When Appointed	See document Retention Policy	Laptop/filing Cabinet	Password/Lock	Clark must compile a List of Al	LL of the contracts which involve our holding any 'pers
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer		See document Retention Policy	Laptop/filing Cabinet	Password/ Lock		Le of the contracts which involve our nothing any per-
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit			See document Retention Policy	Laptop/filing Cabinet	Password/ Lock		1
	Ountations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit		On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock		1
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock		1
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers			See document Retention Policy	Laptop/filing Cabinet	Password/ Lock		1
	References	No	Business	Contact	No	Contract	Yes	External professional advisers	Responsible Finance Officer		See document Retention Policy	Laptop/filing Cabinet	Password/ Lock		I
idents		1			1000							1p			4
	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	1	1
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clark	On receipt	1 year	Laptop/filing Cabinet	Password/ Lock		1
	Freedom of Information requests	No	Democracy	Democracy	Vac	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	2 years	Laptop/filing Cabinet	Password/ Lock		1
	General Correspondence from MPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/filing Cabinet			I
munity Organisation		i critopa	Democracy	Democracy	Inc	I THEO HOUSE	140 CONTINUE	External Florestorial Parisers, Wil 3, principal councils.	CICIK	Officeopt	2 700	captopy ming capmet	T B 33 WOT BY LOCK	a ne j	i e
intolity organization	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clark	On receipt	See document Retention Policy	Laptop/filing Cabinet	Password/Lock	R. brane	I
	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		I
	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		1
nning	Noninacons of external committee members	140	Democracy	Contact	ino	1 THUCK NOCICE	140 CONTRACT	Names occome i done knowledge, other data is compensar	CHUIK	Annually	See document retention roney	cuptopy ming cuonics	T B33WOTO, LOCK	a acy	4
8	Objections	No	Democracy	We are consulted on application	ve Var	Public Document	No contract	Our objection or approval is a public document	Clerk	On receipt	1 year	Laptop/filing Cabinet	None required		1
perty	OURCLOSS	1.00	- Delinociacy	we are consumed on application	uj res	i done bocament	Ino commen	our ourceson or approvaria a public document	CHIK	TOTAL CONTRACTOR OF THE PARTY O	1 a year	resproprimity Cabillet	rione required		4
	Lease for Recreation Ground	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	Indefinitely	Laptop/filing Cabinet	Password/ Lock	S. bass	1
netery	cease for recreation ordana	INO	Troperty	Councillanction	110	i done bocament	10	Table bocamene registered at cand negotify	CHLI K	Paritional	machinery	captopy ming capmet	Tussword, Lock	a acy	i e
incury .	Record of Burials	No	legal	Legislative requirement	Var	Not applicable	not applicable	Public Document required by law	Clark	On raising	Indefinitely	Laptop/filing Cabinet	Password/ Lock	g, bass	1
	Purchased Graves	Sometimes		Contract	No	contract	Ver	Any reasonable request	Clerk	On raising	Indefinitely	Laptop/filing Cabinet	Password/ Lock		I
	Contact Details of known Undertakers	No	Cemetery functions	Contact	No	We need a privacy notice	not applicable	Bereaved families	Clark	On raising	Until the Undertaker closes down	Laptop/filing Cabinet		Need to Issue a Privacy Notice	to all Undertakers
neral Contacts	CONTRACT DECISION OF REPORT OF REPOR	Timo	Connecting (difficulties	Contact	The state of the s	eve meed a private Hotice	I not appricable	Dereuved minings	CHIK	Cirrations	Tomar tine originataker closes down	captopy milk Cabinet	- ussword/ LOCK	meed to issue a Privacy Notice	To all ollocitumes
erse cornolis	Email Addresses	Vec	Democracy	Contact	Mare	Privacy Notice	Not applicable	Any reasonable request	Clark	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/Lock	0 La	1
	EIIIaii Audiesses	162	Democracy	CONTACT	163	riivacy ivolice	ivot applicable	Any reasonable request	CIEIK	OHITAISHIK	see document Retention Policy	captopy minig Cabinet	rassword/ LOCK	or May	1

Council Profile	Small Parish Council
	Councillors: 7
	Staff: 1 Clerk, Part time
	Electorate: ??
	Precept 2025/2026 £42,000
	1 Recreational ground
	2 Play Park
	Cemetery
	Street Lights
	Closed Churchyard