

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

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

To whom does it relate?	1. What Personal Data Do We Hold?		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?	Are we legally obliged to hold this data? NOTE: If we are legally obliged to hold it, no consent is needed.	How 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?	Action needed
Staff													
	Contract	Yes	JHR	It is a contract	No	Contract	Yes	Any reasonable request	Clerk	On appointment and on review	Duration of employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key
	PAYE	No	JHR	Legislative requirement	Yes	Not required	Not applicable	HMRC	Clerk	Monthly	Duration of employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key
	Bank details	No	JHR	To pay staff salaries	No	Contract	Yes	Our Bank	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key
Councillors													
	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
	Personal Contact Details	No	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
	Email Addresses	No	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
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	Contract	No	Contract	Yes	External Professional Advisers	Clerk	When Appointed	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key
	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 & key
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key
	References	No	Business	Contract	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key
Residents													
	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
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/Filing Cabinet	Password/ Lock & key
	Freedom of information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	1 year	Laptop/Filing Cabinet	Password/ Lock & key
	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	Password/ Lock & key
Community Organisations													
	Email Addresses	No	Democracy	Contract	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key
	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 & key
	Nominations of external committee members	No	Democracy	Contract	No	Privacy Notice	No contract	Names become Public Knowledge, other data is confidential	Clerk	Annually	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key
Planning													
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Clerk	On receipt	1 year	Laptop/Filing Cabinet	None required
Property													
	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 & key
Cemetery													
	Record of Burials	No	Legal	Legislative requirement	Yes	Not applicable	not applicable	Public Document required by law	Clerk	On raising	Indefinitely	Laptop/Filing Cabinet	Password/ Lock & key
	Purchased Graves	Sometimes	Legal	Contract	No	Contract	Yes	Any reasonable request	Clerk	Indefinitely	Indefinitely	Laptop/Filing Cabinet	Password/ Lock & key
	Contact Details of known Undertakers	No	Cemetery functions	Contract	No	We need a privacy notice	not applicable	Bereaved families	Clerk	On raising	Until the Undertaker closes down	Laptop/Filing Cabinet	Password/ Lock & key
General Contacts													
	Email Addresses	Yes	Democracy	Contract	Yes	Privacy Notice	not applicable	Any reasonable request	Clerk	On raising	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key
Council Profile													
	Small Parish Council												
	Councillors: 7												
	Staff: 1 Clerk, Part time												
	Electorate: 77												
	Precept 2025/2026 £42,000												
	1 Recreational ground												
	2 Play Park												
	Cemetery												
	Street Lights												
	Closed Churchyard												

1 of the contracts which involve our holding any 'personal data'

Need to Issue a Privacy Notice to all Undertakers