

Thorpe St Andrew Town Council Data Audit 2020/21 – Review July/August 2022

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?	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
Thorpe St Andrew Town Council Staff	Employment contracts	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers	Clerk	On appointment/any staff related issue/Staff Appraisals	duration of employment plus 6 years	Locked Cupboard/Server	Lock and key Password / Confidential Drive	Destroy any old employee files 'out of scope'
	Leave/sickness record	Yes	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers; HMRC;	Clerk & RFO	Monthly	last financial year	Locked Cupboard	Lock and key	
	Discipline/Grievance record	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC;	Clerk	As required	duration of employment	Server/Filing Cabinet	Lock and key Password / Confidential Drive	
	Next of Kin details	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Employees File	lock and key	
	Accident/Injury record	No	HR	H&S	Yes	Contract	Yes	External Professional Advisers	Clerk/RFO	As required	doc retention policy	Open shelf		
	Pension details	Yes	HR	Legislative requirement		Not required	Not applicable	External Professional Advisers; HMRC; LGPS	Clerk/RFO	As required	duration of employment	Filing cabinet	lock and key	
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; LGPS	Clerk/RFO	monthly	duration of employment	Filing cabinet	lock and key	
	Contact details	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC; LGPS	Clerk/RFO	As required	duration of employment	Server	password	
	Bank details	No	HR	To pay staff salaries	No	Yes	Yes		Clerk/RFO	Monthly	duration of employment	Payroll software	Lock and key password	
	Job applications (unsuccessful applicants)	Yes	HR	Employment	No	Yes	Yes		Clerk	On application	until appointment made	Filing cabinet	lock and key	Destroy any old employee files 'out of scope'
	Job applications/references (successful applicants)	Yes	HR	Employment	No	Yes	Yes		Clerk	On appointment/any staff related issue	duration of employment	Filing cabinet	lock and key	
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key	
	Performance Plans	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key	
	Training records	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key	
Councillors/Trustees	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All Staff	At election	term of office	website	no	
	Personal contact details	No	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All staff	At election	term of office	Server	password	
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All staff	At election	term of office	Notice boards	no	
Contractors/Suppliers (TSATC)	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers	Parks and Estates Manager/RFO	When appointed	2 years from last contract	Accounts software	password	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Parks and Estates Manager/RFO	On payment	doc retention policy	Accounts software	password	
	purchase orders		business	Purchasing					All staff	On raising	doc retention policy	Files	no	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	All staff	On raising	doc retention policy	Files	no	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our Bank	RFO	On payment	doc retention policy	Server	password	
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Clerk	On appointment	doc retention policy	Filing cabinet	lock and key	

	References	No	Business	Contact	No	Contract	Yes	External professional advisers	Clerk	On appointment	doc retention policy	Filing cabinet	lock and key	
Residents	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External professional advisers	All staff	On receipt	1 year	Filing cabinet	lock and key	
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	doc retention policy	Server	password	
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	All staff	On receipt	1 year	Clerk's Office	lock and key	
Community Organisations														
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No Contract	Nobody without consent	All staff	Annually	2 years	Server	password	
	Grant Application Forms	Perhaps	Democracy	Service to Community	No	Privacy Notice	No Contract	External Professional Advisers	All staff	Annually	2 years	Server	password	
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No Contract	Names become Public Knowledge, other data is confidentialia	All Staff	On appointment	GDPR Policy	Server	password	
Allotments	Waiting list	No	Business	Allocation	No	Privacy Notice	No Contract	Nobody without consent	RFO	Monthly	Until plot available	Filing cabinet	lock and key	
	Tenant Contact Details	No	Property records	Contact	No	Tenancy Agreement	Yes	Allotments Association and its members	RFO	Monthly	indefinite	Filing cabinet	lock and key	
	Tenancy Agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	Allotments Association and its members	RFO	Annually	until plot relinquished	Filing cabinet	lock and key	
Civic Lists	Contact details		Civic events	Invitations	No	Privacy Notice	No Contract	Nobody without consent	Admin Assistant	Annually	2 years	Server	password	
		No	Mayoral functions	Invitations	No	Privacy Notice	No Contract	Nobody without consent	Admin Assistant	Annually	1 year	Server	password	
		No	Mayoral functions	Christmas Card send-out	No	Privacy Notice	No Contract		Admin Assistant	Annually	1 year	Server	password	
Planning	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Dep Clerk Comms	On receipt	1 year	Server	password	
Property	Leases/licenses	No	Property	Council/Trust function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	indefinitely	Server	password	
	Pitch Rental contact details	No	Business	Contact	No				Clerk/RFO/Admin Ass/Dep Clerk/Parks and Estates Manager					
	Tenant Contact Details	No	Democracy	Contact	No	Contract	Yes	External Professional Advisers/Maintenance Contractor	Clerk/RFO/Admin Ass/Dep Clerk/Parks and Estates Manager	Monthly	See document Retention Policy	Filing cabinet	lock and key	
	Covenants	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Files	Safe	
	Public rights of way	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Parks and Estates Manager	Annually	See document Retention Policy	Files	lock and key	
	Service level agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	External Professional Advisers	Clerk	Annually	See document Retention Policy	Files	lock and key	
Memorial Benches & Street Furniture														
(TSATC)	Formal requests for Memorial Bench	Sometimes	Bench request	Service to Community	No	Contact	Yes	Plaque engraver/ Parks and Estates Manager	Admin Assistant / RFO	On receipt	indefinitely	Filing cabinet Server	lock and key password	Need to ensure records are retained/Permissions sought

	Formal request for Dog Bin, Grit Bin etc	No	Asset records	Service to Community	No	Contact	Yes	Relevant Council Committee/Parks and Estates Manager	Admin Assistant / RFO	On receipt	indefinitely	Filing cabinet Server	lock and key password	Need to ensure records are retained/Permissions sought
CCTV Imagery	Formal requests for sight of camera/image from police	Sometimes	Community Safety	Service to Community	No	Registered with the ICO	Not applicable	Police	All staff	On receipt	Not applicable	Server for 30 days only	password	
	Formal requests for sight of camera/image from insurance company/public	Any such future requests to be referred to police												
General Contacts	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	All staff	Annually	1 year	Server	password	

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