

## Swanton Morley Parish Council Information Audit

**Reviewed: 13<sup>th</sup> July 2020**    **Next Review: July 2021**

For the purposes of data protection, details are provided below of information held by Swanton Morley Parish Council

Document type	Personal information held	Reason for holding information	Format of information held	Basis on which information is held	Length of time information held	Who information may be shared with
Personnel						
Employment – contract, pension, appraisal etc.	Contact details, National Insurance number, employment history	For PAYE and management of staff	Electronic/hard copy	Legal requirement	Until 6 years after employment has ceased	Not shared
Job applications and CVs	Contact details and employment history	Recruitment	Electronic/hard copy	Public task	Until 6 months after applicant notified of unsuccessful application	Not shared
Councillors						
Application for co-option	Contact details and reasons for application	Reference	Electronic/hard copy	Public task	Until 3 months after vacancy filled	Not shared
Declaration of interest forms	Pecuniary and other interests of Parish Councillors	Legal requirement	Received by Clerk and passed to Breckland Council	Legal requirement	Duration of post being held	Public via Breckland Council's website (link from Parish Council website)
Contact list	Contact details	Reference	Electronic/hard copy	Public task	Until 1 year after post vacated	Public via newsletter, noticeboards and website
Public						
Electoral register	Name and address	Reference	Electronic	Public task	Current year only	Not shared
Enquiries from members of the public	Contact details	Request/submit information	Electronic/hard copy	Public task	6 Months following the resolution	Not shared
Contact list of local landowners	Contact details	Reference	Electronic/hard copy	Public task	As long as individual remains landowner	Not shared
List of volunteers	Contact details	Reference	Electronic/hard copy	Public task	Cessation of Volunteer activity	Not shared

Document type	Personal information held	Reason for holding information	Format of information held	Basis on which information is held	Length of time information held	Who information may be shared with
Grant applications	Contact details/organisation details reason for applications	To consider request	Electronic/hard copy	Public task	Until 7 years after grant awarded or 1 year if grant denied	Not shared
Contractors						
Providers of goods or services to the Parish Council	Contact details/details of contract	Contractual	Electronic/hard copy	Contract	Life of contract plus 7 years	Not shared
Allotments						
Waiting list	Contact details	Reference	Electronic/hard copy	Public task	Until plot allocated or request to remove received	Not shared
Contact list	Contact details	Reference	Electronic	Public task	Until plot vacated	Not shared
Tenancy agreements	Details of contract	Contractual	Electronic/hard copy	Contract	Until plot vacated plus 7 years	Not shared
Burial records						
Exclusive rights of burial	Contact details of family member(s)	Reference	Electronic/hard copy	Contract	Indefinitely	Not shared