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
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?**	**Who is responsible for keeping it?**	**How often is it checked?**	**How long do we keep it?**	**Where is it held?**	**Protection?**	**Action needed**
Staff														
	Employment contracts	Yes	HR	Contract	No	Contract	Yes	Personnel Committee	Clerk	On appointment	Duration of Employment plus 6 years	Server	password	
	Leave/sickness record	Yes	HR	Employment Purposes	No	Yes	Yes	Personnel Committee / Payroll company	Clerk	As required	last financial year / duration of illness	Locked cupboard	lock and key	
	Discipline/Grievance record	Yes	HR	Employment	No	Yes	Yes	Personnel Committee	Clerk	As required	duration of employment	Server	password	
	Next of Kin details	Yes	HR	Employment	No	Yes	Yes	Not shared	Clerk	As required	duration of employment	Server	password	
	Accident/Injury record	No	HR	H&S	Yes	Contract	Yes	Personnel Committee	Clerk	As required	doc retention policy	Open shelf		
	Pension details	Yes	HR	Legislative requirement		Not required	Not applicable	HMRC; payroll company	Clerk	As required	duration of employment	Filing cabinet	lock and key	
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	HMRC; payroll company	Finance Officer	monthly	duration of employment	Filing cabinet	lock and key	
	Contact details	Yes	HR	Employment	No	Yes	Yes	HMRC; payroll company	Clerk	As required	duration of employment	Server	password	
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Personnel Committee	Finance Officer	Monthly	duration of employment	Payroll software	password	
	Job applications (unsuccessful applicants)	Yes	HR	Employment	No	Yes	Yes	Personnel Committee	Clerk	On application	until appointment made	Filing cabinet	lock and key	
	Job applications/references (successful applicants)	Yes	HR	Employment	No	Yes	Yes	Personnel Committee	Clerk	On appointment	duration of employment	Filing cabinet	lock and key	
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes	Personnel Committee	Clerk	As required	duration of employment	Filing cabinet	lock and key	
	Performance Plans	Yes	HR	Employment	No	Yes	Yes	Personnel Committee	Clerk	As required	duration of employment	Filing cabinet	lock and key	
Councillors	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Yes	In the public domain	Clerk / Monitoring Office	At election	Term of office	NLC website	No	
	Personal contact details	Yes	Democracy	legislative requirement	Yes	Not required	Yes	In the public domain	Clerk / Monitoring Office	At election	Term of office	NLC website	No	
	Email Addresses	Yes	Democracy	legislative requirement	Yes	Not required	Yes	In the public domain	Clerk / Monitoring Office	At election	Term of office	NLC website	No	
Contractors/Suppliers														
	Contact details	Yes	Business	Contact	No	Contract	Yes	Councillors	Finance Officer	When appointed	2 years from last contract	Accounts software	password	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Finance officer	On payment	doc retention policy	Accounts software	password	
	purchase orders		business	Purchasing				Public inspection on audit	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	Lloyds Bank	Finance Officer	On payment	doc retention policy	Server	password	
	Insurance	No	Business	Contract	No	Contract	Yes	Councillors	Clerk	On appointment	doc retention policy	Server	password	
	References	No	Business	Contact	No	Contract	Yes	Councillors	Clerk	On appointment	doc retention policy	Server	password	
Residents														
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External professional advisers	All staff	On receipt	1 year	Server	password	
	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	Clerk	On receipt	1 year	Server	password	
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 confidential	All Staff	On appointment	See document Retention Policy	Server	password	
Civic Lists														
	Contact details		Civic events	Invitations	No	Privacy Notice	No Contract	Nobody without consent	Civic Officer	Annually	2 years	Server	password	
		No	Mayoral functions	Invitations	No	Privacy Notice	No Contract	Nobody without consent	Civic Officer	Annually	1 year	Server	password	
Markets / Events														
	Trader / Entertainer Contact Details	No	To assist with town council events	Contract	No	Contract	Yes	Not shared	Office staff	Each market	1 year	Server	password	
	Trader Agreements	No	To assist with town council events	Contract	No	Contract	Yes	Not shared	Office staff	Each market	2 year	Server	password	
	Traders Records Pat testing insurances food hygiene etc.	No	To assist with town council events	Legislative requirement	No	Contract	Yes	Not shared	Office staff	Each market	3 year	Server	password	
	Waiting List	No	Business	Contact	No	Privacy Notice	Yes	Not shared	Office staff	Each market	1 year	Server	password	
	Complaints received	No	Business	Contact	No	Privacy Notice	Yes	Not shared	Clerk	On receipt	1 year	Files	no	
Planning														

	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Planning Officer	On receipt	1 year	North Lincolnshire Council planning portal	N/A	
Property														
	Leases/licenses	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	indefinitely	Server	password	
	Tenant Contact Details	No	Democracy	Contact	No	Contract	Yes	External Professional Advisers	Finance Officer	Annually	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	password	
	Public rights of way	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	PROW Officer	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	
General Contacts														
	Email Addresses	Yes	Business	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	All staff	Annually	1 year	Server	password	
Volunteers														