



# HEMPTON PARISH COUNCIL

## Information Audit

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

Document	Personal details held	Purpose	How it is held	Legal basis	Length of time to be held	Shared with	Purpose of sharing
<b>Personnel - staff</b>							
Employment: e.g. contract, pension, CV, appraisal	Contact details, National Insurance number, employment history	For setting up and managing employment of staff	Electronically / hard copy	Legal obligation	Until 6 years after employment has ceased with the Parish Council	Not shared	n/a
CVs and applications of job applicants	Contact details and personal details of employment history	Recruitment	Electronically / hard copy	Public task	For 6 months after notifying unsuccessful applicants	Not shared	n/a
<b>Councillors</b>							
Application for co-option	Contact details and reasons for wanting to become a parish councillor	Reference	Electronically	Public task	For 3 months after councillor vacancy filled	Not shared	n/a
Declaration of interest forms	Pecuniary and other interests of parish councillors	Legal requirement	Received by Clerk and then sent to NNDC	Public task	For length of time a councillor is a member of the parish council	On NNDC website with link from the parish councils website	Public Information
Contact list of Councillors details	Contact details	Reference – for the public to contact councillors	Electronically, hard copy, parish council newsletter and notice board (phone numbers only)	Public task	To be updated/amended as change dictates and kept for up to a year after a councillor leaves the council	The public via website. Newsletter and notice board	Public Information
<b>Members of the public</b>							
Electoral register	Names, addresses	Reference	Electronically / hard copy	Public task	Current year only (until new register is issued by NNDC)	Not shared: the District council shares this with the parish council	n/a
Enquiries from members of the public	Contact details	To request information, pass on information or make a statement	Electronically / hard copy	Public task	For as long as is necessary	Not shred	n/a
Grant applications	Contact details, reasons for requesting grant, other relevant details about organisation requesting grant	To consider requests for grants from local non-profit making organisations	Electronically / hard copy	Public task	If awarded a grant, for up to 7 years for auditing purposes. If not awarded a grant, up to one year	Not shared	n/a
List of volunteers , including speed watch	Contact details	Reference – to contact villagers about forthcoming projects and speed watch	Electronically / hard copy	Public task	To be updated/amended as change dictates	Not shared	n/a
<b>Contractors</b>							
Contractors providing goods or services to the parish council	Contact details, details of contract between the two parties	Contractual	Electronically / hard copy	Contract	Life of the contract and up to 7 years for auditing purposes	Not shared	n/a
<b>Allotments</b>							
Allotment waiting list	Contact details	In order to contact individuals when an allotment becomes available	Electronically / hard copy	Public task	Until plot allocated or individual asks to be removed if no longer wishes to have an allotment	Not shared	n/a
Details of allotment tenants	Contact details and signature (on tenancy agreement)	contractual	Electronically / hard copy	Contract	For up to 7 years after plot vacated for auditing purposes	Not shared	n/a

**Date adopted: September 2018**

**Reviewed: May 2020**

**Date of next review: May 2021**