

Walpole Parish Council information audit - reviewed 6 June 2020, next review June 2021

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

Document	Personal detail held	Purpose	How it is held	Legal basis	Length of time to be held	Shared with	Purpose of sharing
Personnel - Staff							
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 & applications of job applicants	Contact details and personal details of employment history	Recruitment	Electronically / hard copy	Public task	For 6 months after notifying unsuccessful applicant/s	Not shared	n/a
Councillors							
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 Interests forms	Pecuniary and other interests of parish councillors	Legal requirement	Received by Clerk then sent to King's Lynn & West Norfolk Borough Council	Public task	For length of time a councillor is a member of the Parish Council	On the Borough Council's website with link from the Parish Council's website	Public information
Contact list of councillors' details	Contact details	Reference - for the public to contact councillors	Electronically, hard copy, Parish Council newsletter (phone numbers only in newsletter), noticeboard (phone and email addresses 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	Public information
Members of the public							
Electoral Register	Names, addresses	Reference	Electronic copy	Public task	Current year only (until new register is issued by the Borough Council)	Not shared: the Borough Council shares this document with the Parish Clerk	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 shared	n/a
Contractors							
Contractors providing good 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
Allotments							
Allotment waiting list	Contact details	In order to contact individuals when an allotment becomes available	Electronically	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 & signature (on tenancy agreements)	Contractual	Electronically / hard copy	Contract	For up to 7 years after plot vacated for auditing purposes	Not shared	n/a

Next review: June 2021 (once a year)