

Badgeworth Parish Council

INTERNAL REGISTER OF PROCESSING ACTIVITIES. SCHEDULE OF PROCESSING, PERSONAL DATA AND DATA SUBJECTS

WHAT CATEGORY	FURTHER DETAILS	DATA SUBJECTS	WHY(PURPOSE)	WHERE? (STORES/PROCESSED)	SHARED EXTERNALLY?	HOW LONG KEPT FOR
Staff – payroll	Name, address, salary, NI.	Staff	For paying them	Processed by PATA payroll (by agreement). Stored by them, and on Council PC (Cloud). Also, paper records	Yes – payroll company Selected Councillors	12 years (superannuation)
Staff – personnel details	Name, address, references, work history, illness, & possibly other sensitive information	Staff (current & previous), applicants	For appointing and managing staff	Paper and computer based (Cloud). Chair/Personnel Working Group holds/has access to sensitive personnel information & must abide by these regulations.	No (except as above)	6 years + 1
Allotment tenants	Name, address, phone no's, email addresses	Allotment tenants	For managing allotments	Spreadsheet maintained by Clerk. Stored on laptop & cloud	No	3 years
Councillor Declarations/Register of Interests	Name, address & possible business interests (& of spouse)	Councillors	To comply with law	Paper & laptop (cloud)	Yes – Tewkesbury Borough Council, and with public if requested.	18 months after leaving office

Bank statements	Account numbers, addresses of previous clerks (VH address now used)	Previous Clerks	For bank to be able to contact PC	Online and paper	With Independent Internal Auditor	6 + 1 years after closure of audit for financial year (1 year is minimum – seems illogical)
Invoices, receipts, purchase orders etc	Names, addresses, phone no's, email addresses, bank account no's etc	Companies used, and PC details	For accounting reasons	Mostly paper, some email & scan	Rarely	6 years + 1
Insurance documents	Name and addresses	PC details plus company details	For business reasons	Mostly paper, later in pdf (cloud based)	Only if claim made	40 years from end of policy
Minutes & Agendas	Older minutes include phone no's, addresses of previous Clerk. Occasional reference to individuals	Clerk. Councillor Residents	For operation of PC	Up to 2016 paper records. Web based after.	Public documents	Retained indefinitely. Old paper minutes to be archived after 6 years . Agendas retained 2 years
Grant applications	Contact details of organisation applying.	Applicant	For applying for grant from PC	Paper and computer based	No	6 + 1 years
Correspondence	Names, addresses, phone no's, email addresses,	Sender	Communicating with PC	Mostly email, occasional paper record	Can be depending on content	3 years

	possibly some personal information					
Electoral register	Names & addresses, voting numbers	Residents of Parish registered to vote	Shared by Electoral Services for specific purposes	Councillors may access	No	Only current register kept. Destroy old copies immediately