

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? LIST THEM ALL	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	It is a contract	No	Contract	Yes	External Professional Advisers	Clerk	On appointment	Duration of Employment plus 6 year	Filing cabinet	no	Lock & key required
	Leave/sickness record	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers; HMRC; payroll company	Clerk	As required	last financial year	Filing cabinet	no	Lock & key required
	Discipline/Grievance record	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Filing cabinet	no	Lock & key required
	Next of Kin details	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	no	Lock & key required
	Accident/Injury record	No	HR	H&S	Yes	Contract	Yes	External Professional Advisers	Clerk	As required	doc retention policy	Filing cabinet	no	Lock & key required
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Filing cabinet	no	Lock & key required
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company	Clerk	monthly	duration of employment	Filing cabinet	no	Lock & key required
	Contact details	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Filing cabinet	no	Lock & key required
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Shropshire Council payroll company	Clerk	Monthly	duration of employment	Filing cabinet, server	password	Lock & key required
	Job applications (unsuccessful applicants)	Yes	HR	Employment	No	Yes	Yes		Clerk	On application	1 year after recruitment	Filing cabinet		Lock & key required
	Job applications/references (successful applicants)	Yes	HR	Employment	No	Yes	Yes		Clerk	On appointment	duration of employment	Filing cabinet		Lock & key required
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet, server	lock and key	computer files to be password protected
Councillors														
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	Clerk	At election	term of office	Website; Declarations of Interest file	no	
	Personal contact details	No	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	Clerk	At election	term of office	Server	password	
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	Clerk	At election	term of office	Notice boards, computer	no	
Contractors/Suppliers														
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers	Clerk	When appointed	2 years from last contract	Accounts software, open shelf files	software password	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Clerk	On payment	doc retention policy	Accounts software, open shelf files	software password	
	Purchase Orders	No	business	Purchasing	No	Contract	Yes	Public inspection on audit	Clerk	On raising	doc retention policy	Files	no	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Clerk	On raising	doc retention policy	Files	no	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our Bank	Clerk	On payment	doc retention policy	Server	password	
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Clerk	On appointment	doc retention policy	Files	no	
	References	No	Business	Contact	No	Contract	Yes	External professional advisers	Clerk	On appointment	doc retention policy	Files	no	
Residents														
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External professional advisers	Clerk	On receipt	Until there is no longer an administrative requirement	server, filing cabinet	password	Lock & key required
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	doc retention policy	Files	no	
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	Clerk	On receipt	1 year	Open shelf	no	
Community Organisations														
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	Annually	indefinite	Server	password	
	Grant Application Forms	Perhaps	Democracy	Service to Community	No	Privacy Notice	No contract	Nobody without consent	Clerk	Annually	doc retention policy	Files	no	Lock & key required
Hirers of Facilities														
	Officers of clubs - contact details	No	Business	Contact	No	Not yet	No contract	Nobody without consent	Clerk	As necessary	Term of office	Server, open files	password	Seek consent
	Key-holders - contact details	No	Business	Contact	No	Not yet	No contract	Nobody without consent	Clerk	As necessary	While in receipt of keys	Server, open files	password	Seek consent
	Hirers - contact details	No	Business	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	As necessary	until there is no longer an administrative requirement	Server, open files	password	
Planning														
	Consultation / planning Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Clerk	On receipt	until there is no longer an administrative requirement	Server	password	
Property														
	Leases/licences	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry, Council's Solicitors	Clerk	Annually	indefinitely	Server, open files, filing cabinet	password	
	Public rights of way	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Democratic Officer	Annually	See document Retention Policy	Files	No	Lock & key required
	Service Level Agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	External Professional Advisers	Clerk	Annually	See document Retention Policy	Files	No	Lock & key required
General Contacts														
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Nobody outside organisation without consent	Clerk	Annually	indefinitely	Server	password	