

Mattishall Parish Council information audit - reviewed 4th April 2022, next review April 2023

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 Breckland Council	Public task	For length of time a councillor is a member of the Parish Council	On Breckland 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, newsletter and noticeboard	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 District Council)	Not shared: the District Council shares this document 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 shared	n/a
Contact list of local farmers and landowners	Contact details	In order to contact them regarding a matter relating to their land	Hard copy	Public task	For as long as farmer/landowner is contact for the land in Mattishall	Not shared	n/a
Village Green booking forms	Contact details	To book the village green and possible use of electricity for which payment is required	Electronically	Contract	If paying for electricity, held for up to 7 years for auditing purposes otherwise up to 1 year	Not shared	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 for litter pick	Contact details	Reference - to contact villagers about forthcoming litter picks	Electronically / hard copy	Public task	List is normally referred to twice a year and revised twice a year to ask volunteers if happy to stay on the list	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
Burial records							
Exclusive rights of burial	Contact details of family member/s	Need to keep in contact with family in event of any issues	Electronically / hard copy	Contract	Indefinitely	Not shared	n/a