

**West Dereham Parish Council's Information Audit**

Reviewed by Sharon Sweet, Parish Clerk on 16.03.2022

Category	Documents held	Personal details held	Purpose	Legal basis	Shared with	Purpose of sharing	Privacy Notice	Minium Length of time to be held
<b>Staff</b>	HR Records incl contract, references, application, appraisals, grievance & disciplinary	Name, address, telephone numbers, email address	Contractual	Contract/Legal Obligation	Councillors, insurer	Appointment, annual appraisal, fidelity claim	May 2022	12 months from termination (for references)
	Payroll/ pension records	NI number, tax and pension records	Pay, pension contributions	Contract/Legal Obligation	Councillors, HMRC, Norfolk Pension Fund	Financial internal controls, legal obligation	as above	7 years from termination
	Applications, CVs, references of applicants	Name, address, telephone numbers, email address, employment history	Recruitment	Contract/Legal Obligation	Councillors	Recruitment	as above	6 months after position filled
<b>Councillors</b>	Contact details	Name, address, telephone numbers, email address	Transaction of council business	Legal Obligation	Public	Transaction of the council business	May 2022, to be issued to new councillors as and when elected or co-opted	At end of term of office
	Register of Interests	Pecuniary and other interests	Legal Obligation	Legal Obligation	Public - District Council website with link from Parish Council website	Legal Obligation	as above	At end of term of office
<b>Members of the Public</b>	Correspondence, letter/emails	Name, address, telephone numbers, email address	Transaction of council business	Public Interest	Councillors, other authorities (with permission)	Transaction of council business	Informed that information is available on Parish Council's website	Once query is resolved unless there is any historical interest or likely to be any future need
	Contact details of landowners and those involved in local groups	Name, address, telephone numbers, email address	Transaction of council business	Public Interest	Councillors (if necessary), other authorities (with permission)	Transaction of council business	Informed that information is available on Parish Council's website	For as long as they own land or are involve in the parish
	Grant applications	Name, address, telephone numbers, email address	Transaction of council business	Public Interest	Councillors. Personal information removed from version made public.	Transaction of council business	Included in grant application form	7 years if granted, 1 year if not.
	Electoral Register	Name, address	Transaction of council business	Public Interest	Not shared	n/a	District Council's responsibility	Only most recent version retained

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Contractors	Contact details	Name, address, telephone numbers, email address	Transaction of council business	Contract	Councillors (only where Councillor is overseeing contract)	Transaction of council business	Informed that information is available on Parish Council's website	For as long as contract is maintained and for any more as is necessary for guarantee purposes
	Invoices	Name, address, telephone numbers, email address, bank details	Transaction of council business	Contract	Councillors	Transaction of council business	Informed that information is available on Parish Council's website	7 years
	Quotes	Name, address, telephone numbers, email address	Transaction of Council Business	Contract	Councillors	Transaction of the Council Business	Informed that information is available on Parish Council's website	7 years
Allotment Holders	Tenancy agreement and contact details	Name, address, telephone numbers, email address	Contractual	Contract	Councillors (as necessary), Chairman of the allotment committee	Management of allotment	May 2022 and issued to new allotment holders as and when required	12 months from end of tenancy
Cemetery	EROB's, burials, memorials and contact details	Name, address, telephone numbers, email address, notice of interment, bank details	Contractual	Contract	Councillors (as necessary), appointed funeral directors and stonemasons, lawful requests from Police, Ministry of Justice, Diocese	Management of Cemetery as a Burial Authority	May 2022 and issued to new enquiries as and when required	Indefinitely, Burial Law