

Document Control

Adopted date: Feb-26
 Next review date: Feb-27

DATA PROTECTION - INFORMATION AUDIT**Parish Council: Bramerton Parish Council**

Document	Personal Detail Held	Purpose	How it is held	Legal Basis	Shared With	Purpose of Sharing	Privacy Notice issue date	Length of Time to be Held
Personnel - Staff								
Contract	Contractual detail including application and appraisals.	Contractual	Electronically / hard copy	Article 6(1)(b) UK GDPR – Contract	Parish Council members	Annual appraisal	Issued March 2019 and regularly reviewed	12 months following termination
CV	Address, e-mail, contact numbers and other personal data.	Contractual	Electronically / hard copy	Article 6(1)(b) UK GDPR – Contract	Parish Council members	Recruitment	As above	If no employment claim is made, 3 months from termination of employment.
References	Address, e-mail, contact numbers	Contractual	Electronically / hard copy	Article 6(1)(b) UK GDPR – Contract	Parish Council members, insurer if applicable	Recruitment	As above	7 months from termination of employment
Payroll & pension	Address, national insurance number, tax codes, accounts, bank details and PAYE references	PAYE, pension contributions	Payroll service provider. Electronically & hard copy with pension provider.	Article 6(1)(c) UK GDPR – Legal obligation	HMRC, payroll service provider, Nest pension fund & internal auditor.	Payment of salaries	As above	7 years from termination of contract
Time sheets	Address, e-mail, rates of pay	Contractual, audit trail	Electronically / hard copy	Article 6(1)(b) UK GDPR – Contract	Parish Council members and internal/external audit	Audit trail	As above	Last completed audit year
Contact List	Address, e-mail, contact numbers	Reference	Electronically, hard copy and website	Article 6(1)(e) UK GDPR – Public Task	Parish Council and public	Contact List	As above	When superseded by new version
Councillors								
References, statement of interest	Address, e-mail, contact numbers	Contractual	Electronically / hard copy	Article 6(1)(e) UK GDPR – Public Task	Parish Council and public	Council business	As above	7 months from termination of position as Parish Councillor
Declaration of Interests	Pecuniary and other interests	Legal requirement	Hard copy and electronically at District Council	Article 6(1)(e) UK GDPR – Public Task	District Council & members of public via District Council website	Legal obligation	As above	Parish Council to destroy when Councillor leaves Parish Council
Application for co-option	Contact details	Reference	Electronically / hard copy	Article 6(1)(e) UK GDPR – Public Task	Parish Council	Council business	As above	3 months after vacancy is filled
Contact list	Address, email, contact numbers	Reference	Electronically, hard copy & website	Article 6(1)(e) UK GDPR – Public Task	Website and other members of the Parish Council	Reference point	As above	When superseded by new version.
Members of the public								
Electoral Register	Names, addresses.	Reference	Electronic copy and possible hard copy	Article 6(1)(c) UK GDPR – Legal Obligation	NOT SHARED	n/a	District Council responsibility	When superseded by update
Enquiries from the public	Contact details	To request information, pass on information or make a statement	Electronic copy and possible hard copy	Article 6(1)(e) UK GDPR – Public Task	Other members of Parish Council if needed or other authorities (with permission)	Council business	Informed information is on Council website	Destroy once matter has been dealt with unless it needs keeping for historical purposes.
Grant applications	Name, address, contact details	Council business	Electronic copy and possible hard copy	Article 6(1)(e) UK GDPR – Public Task	Internal auditor, other members of Parish Council if needed.	Council business	Informed information is on Council website	7 years if granted 1 year if not
Community Emergency Plan	Names, addresses, contact numbers	Reference	Hard copy and electronically by Parish Clerk and District Council	Article 6(1)(e) UK GDPR – Public Task	Other members of Parish Council if needed	Reference point in case of emergency	District Council	When superseded by update
Planning applications	Names, addresses	To contribute as a consultee to the planning process	Hard copy and electronically by Parish Clerk, District Council /	Article 6(1)(e) UK GDPR – Public Task	Other members of Parish Council	Council business	District Council / The Broads Authority	Destroy once application has been dealt with
Contractors services								
Contract, quotes, invoices	Name, address, contact details, bank details	Contractual	Electronically / hard copy. Bank details are stored within online banking system	Article 6(1)(b) UK GDPR – Contract	Parish Council Members	Council business	Informed information is on website	7 years
Allotments								

Waiting list	Contact details	Council business	Electronic copy and possible hard copy	Article 6(1)(e) UK GDPR – Public Task	Other members of Parish Council if needed	Council business	Informed information is on website	Until plot allocated to individual or individual requests to be removed from list
Tenancy agreement	Contact details	Contractual	Electronic copy and possible hard copy	Article 6(1)(b) UK GDPR – Contract	Parish Council members	Council business	Informed information is on website	To retain any agreements until the business relationship has ended (all outstanding payments settled and any inspections have taken place).
Moorings								
Waiting list	Contact details	Council business	Electronic copy and possible hard copy	Article 6(1)(e) UK GDPR – Public Task	Other members of Parish Council if needed	Council business	Informed information is on website	Until mooring allocated to individual or individual requests to be removed from list
Tenancy agreement	Contact details	Contractual	Electronically / hard copy	Article 6(1)(b) UK GDPR – Contract	Parish Council members.	Parish Council members	Council business	To retain any agreements until the business relationship has ended (all outstanding payments settled and any inspections have taken place).

Data Protection - Information Audit - Document reviewed and amended version adopted at Parish Council meeting, 9th February 2026.