

**Newton Flotman Parish Council's Information Audit**

**Completed by Maria Hutson, Parish Clerk on 22 June 2023**

**Approved by the Council on 27 June 2023**

Category	Documents held	Personal details held	Purpose	Legal basis	Shared with	Purpose of sharing	Privacy Notice	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	Issued May 2018	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, Internal Auditor	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	issued May 2018	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, letters/emails	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	Destroyed 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 involved in the parish
	Grant applications	Name, address, telephone numbers, email address	Transaction of council business	Public Interest	Internal auditor - personal information removed from version publicised and shared with Councillors	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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<b>Contractors</b>	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, internal auditor	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, internal auditor	Transaction of the Council Business	Informed that information is available on Parish Council's website	7 years
<b>Allotment Holders</b>	Tenancy agreement and contact details	Name, address, telephone numbers, email address	Contractual	Contract	Chairman of the allotment committee	Management of allotment	issued September 2018	6 months from end of tenancy