

Inventory of Personal Data Captured, Stored and Processed by Yscir Community Council

Inventory assembled on 03/04/2018 and Last updated on 22/03/2023

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data				3. Consent	4. Sharing Personal Data	5. Our internal processes		
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 this data?	How often is it checked?	How long do we keep it?
Staff											
	Contract	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers	Clerk	On appointment and on review	Duration of Employment plus 6 years
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC	Clerk	Monthly	"
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Our bank	Clerk	Duration of Employment	"
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers	Clerk	Duration of Employment	"
Councillors											
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years
Contractors /Suppliers where we hold personal data of a natural person (not the data of a limited company or of another council)											
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers	Clerk	When Appointed	See Doc Retention Policy
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Clerk	On raising	See Doc Retention Policy
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Clerk	On raising	See Doc Retention Policy
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Clerk	On raising	See Doc Retention Policy
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank	Clerk	On raising	See Doc Retention Policy
Residents											
	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
	Complaints and enquiries	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	2 years
	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year
Community Organisations											
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See Doc Retention Policy
	Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	See Doc Retention Policy
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No contract	Names become Public Knowledge, other data is confidential	Clerk	Annually	See Doc Retention Policy
Planning											
	Objections and planning applications	No	Democracy	We are consulted on applications	Yes	0	No contract	Our objection or approval is a public document	Clerk	On receipt	1 year