Inventory of Data Captured, Stored and Processed by Whitchurch Town Council - May 2018

Inventory assembled on 01/05/2018 and Last updated on 14/05/2018

	1. What Personal Data Do We Hold?		4	2. Lawful basis for			3. Consent	4. Sharing Personal Data			Our internal processes			6. Action Needeo
whom does it ite?	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 it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
					consent is needed.		consents							
							<u> </u>							
	Employment contracts	Yes	HR		No	Contract			Clerk	On appointment	Duration of Employment plus 6 ye		Yes	locked cabinet
	Leave/sickness record	No	HR	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	No	Yes			Clerk/RFO	Weekly	last financial year	Open shelf	Yes	locked cabinet
	Discipline/Grievance record	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC;	Clerk	As required	duration of employment	Secure Cabinet	Yes	locked cabinet
	Next of Kin details	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Secure Cabinet	Yes	locked cabinet
	Accident/Injury record	No	HR	H&S	Yes	Contract	Yes	External Professional Advisers	Clerk	As required	doc retention policy	Open shelf		
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC;	Finance Officer	As required	duration of employment	Server/Secure Cabinet	password/lock and key	
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC;	Finance Officer	monthly	duration of employment	Server/Secure Cabinet	password/lock and key	
	Contact details	Yes	HB	Employment	No	Yes	Yes	External Professional Advisers; HMRC;	Clerk	As required	duration of employment	Secure Cabinet	lock and key	
	Bank details	No	HB	To pay staff salaries	No	Contract		HMRC	Finance Officer	Monthly	duration of employment	Payroll software	password	
	Job applications (unsuccessful applicants)	No	HR	Employment	No	Yes	Yes	TIMIRE	Clerk	On application	until appointment made	Filing cabinet	lock and key	
	Job applications (unsuccessful applicants) Job applications/references (successful applicants)	Yes	HR	Employment	No	Yes	Yes		Clerk	On appointment	duration of employment	Filing cabinet	lock and key	
							<u> </u>							
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key	
	Performance Plans	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key	
							<u> </u>							
Councillors	Declarations of Interest	Yes	Democracy	· · ·	Yes				All Staff	At election	term of office	SC website	no	
	Personal contact details	Yes	Democracy	legislative requirement	Yes	Not required			All staff	At election	term of office	Filing cabinet	lock and key	locked cabinet
	Email Addresses	Yes	Democracy	legislative requirement	Yes	Not required	Yes	External Professional Advisers	All staff	At election	term of office	Filing cabinet	lock and key	locked cabinet
teers	Personal contact details	Yes	HR	Volunteering	No	Yes	Yes	External Professional Advisers	Town Clerk / Facilities	On appointment	duration of volunteering	Filing cabinet	lock and key	locked cabinet
	Email addresses	Yes	HR	Volunteering	No	Yes	Yes	External Professional Advisers	Manager Town Clerk	on appointment	duration of volunteering	Server / Filing cabinet	password / lock and key	locked cabinet
tractors (Sumella									 					<u> </u>
contractors/Suppliers	Contact datails	No	Business	Contact	No	Contract	Vas	External Professional Advisers	Finance Office-	M/hon onnoint	2 years from last	Accounts of free In	pacaus	
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers	Finance Officer	When appointed	2 years from last contract	Accounts software/Files	password	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Finance officer	On payment	doc retention policy	Accounts software/Files	password	
	purchase orders		Business	Purchasing			<u>∤</u>		All staff	On raising	doc retention policy	Files	no	
	Quotations	No	Business		No	Contract	Yes		All staff	On raising	doc retention policy	Files	no	
	Bank Account details	No	Business		No				Finance Officer	On payment	doc retention policy	Server	password	
	Insurance	No	Business		No			External professional advisers	Clerk	On appointment	doc retention policy	Server	password	
	References	No		Contact	No				Clerk			Server/Files		
lauta		NO	Business			Contract		External professional advisers	All staff	On appointment	doc retention policy		password	In stand a ffine
ients	Complaints	Sometimes	Democracy		No	Privacy Notice		External professional advisers External Professional Advisers	All staff Clerk	On receipt	1 year	Server/Files	password	locked office
	Freedom of Information requests Electoral Register	NO	Democracy Democracy		Yes No	Privacy Notice Not applicable			All staff	On receipt On receipt	doc retention policy 1 year	Server Server	password	
munity		NO	Democracy	Democracy	NO			Public bocument required by law, which we choose to hold.	All Stall	On receipt	1 year	Server	password	
inisations							'				2			<u> </u>
	Name and Email Addresses	NO	Democracy	Contact	No				All staff	Annually	2 years	Server	password	
	Grant Application Forms	Yes	Democracy		No				All staff	Annually	2 years	Server	password	
	Nominations of external committee members	Yes	Democracy	Contact	No	Privacy Notice	No Contract	Names become Public Knowledge, other data is confidential	All Staff	On appointment	See document Retention Policy	Server	password	
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etery							<u> </u>					-		
	Record of Burials					Not applicable			Burial Officer/Town Clerk	On purchase	indefinite	Register	lock and key	
		Yes	legal	Legislative requirement	Yes									
	Purchased Graves	Yes Yes	legal legal	Contract	Yes No	Contract		Public document required by law Any reasonable request	Burial Officer/Town Clerk	On purchase	indefinite	Deed Book	Lock and key	
	Purchased Graves Contact details of known Undertakers/Grave Diggers/Contractors	Yes No			No		Yes	Any reasonable request	Burial Officer/Town Clerk Burial Officer/Town Clerk	On purchase On purchase	indefinite	Deed Book Server		
Lists	Contact details of known Undertakers/Grave	Yes Yes No	legal	Contract	Yes No No	Contract	Yes	Any reasonable request					Lock and key	
Lists	Contact details of known Undertakers/Grave	Yes Yes No	legal	Contract	Yes No No	Contract	Yes Not applicable	Any reasonable request					Lock and key	
Lists	Contact details of known Undertakers/Grave Diggers/Contractors	Yes No No	legal Cemetery Functions	Contract Contract Invitations	No	Contract We need a privacy notice	Yes Not applicable No Contract	Any reasonable request Bereaved families	Burial Officer/Town Clerk	On purchase	indefinite	Server	Lock and key password	
	Contact details of known Undertakers/Grave Diggers/Contractors	Yes No No	legal Cemetery Functions Civic events	Contract Contract Invitations	No No	Contract We need a privacy notice Privacy Notice	Yes Not applicable No Contract	Any reasonable request Bereaved families Nobody without consent	Burial Officer/Town Clerk Town Clerk/ATC	On purchase Annually	indefinite 2 years	Server Server	Lock and key password password	
	Contact details of known Undertakers/Grave Diggers/Contractors Contact details	Yes No No	legal Cemetery Functions Civic events Mayoral functions To provide a market (function	Contract Contract Invitations Invitations	No No	Contract We need a privacy notice Privacy Notice Privacy Notice	Yes Not applicable No Contract No Contract	Any reasonable request Bereaved families Nobody without consent	Burial Officer/Town Clerk Town Clerk/ATC Town Clerk/ATC	On purchase Annually Annually	indefinite 2 years 1 year	Server Server Server	Lock and key password password	
	Contact details of known Undertakers/Grave Diggers/Contractors	Yes No No No No	legal Cemetery Functions Civic events Mayoral functions To provide a market (function under Food Act or Royal Charter)	Contract Contract Invitations Invitations Contract Contract	No No	Contract We need a privacy notice Privacy Notice	Yes	Any reasonable request Bereaved families Nobody without consent Nobody without consent Environmental Health / Trading Standards / External Professional advisers	Burial Officer/Town Clerk Town Clerk/ATC	On purchase Annually	indefinite 2 years	Server Server	Lock and key password password password	
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	Contact details of known Undertakers/Grave Diggers/Contractors Contact details Trader Contact Details Trader Agreements Traders Records Pat testing insurances food	Yes No No No No No	legal Cemetery Functions Clvic events Mayoral functions To provide a market (function under Food Act or Royal Charter) To provide a market (function under food ct or Royal Charter) To provide a market (function	Contract Contract Invitations Invitations Contract Contract	No No	Contract We need a privacy notice Privacy Notice Privacy Notice Contract Contract	Yes Not applicable No Contract Yes Yes Yes	Any reasonable request Bereaved families Nobody without consent Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External	Burial Officer/Town Clerk Town Clerk/ATC Town Clerk/ATC Town Centre Manager Town Centre Manager	On purchase Annually Annually Each event Each event	indefinite 2 years 1 year 1 year 2 year 2 year	Server Server Server Server & Files Server & Files	Lock and key password password password password/ password/locke d cabinet	
	Contact details of known Undertakers/Grave Diggers/Contractors Contact details Trader Contact Details Trader Agreements	Yes No No No No No	legal Cemetery Functions Civic events Mayoral functions To provide a market (function under Food Act or Royal Charter) To provide a market (function under food ct or Royal Charter)	Contract Contract Invitations Invitations Contract Contract Contract	No No	Contract We need a privacy notice Privacy Notice Privacy Notice Contract	Yes Not applicable No Contract Yes Yes Yes	Any reasonable request Bereaved families Nobody without consent Nobody without consent Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers	Burial Officer/Town Clerk Town Clerk/ATC Town Clerk/ATC Town Clerk/ATC Town Centre Manager	On purchase Annually Annually Each event	indefinite 2 years 1 year 1 year	Server Server Server Server & Files	Lock and key password password password password cabinet password/locke d cabinet password/locke d cabinet	
	Contact details of known Undertakers/Grave Diggers/Contractors Contact details Trader Contact Details Trader Agreements Traders Records Pat testing insurances food hygiene etc.	Yes No No No No No No	legal Cemetery Functions Civic events Mayoral functions To provide a market (function under Food Act or Royal Charter) To provide a market (function under food ct or Royal Charter) To provide a market (function under food ct or Royal Charter) Business	Contract Contract Invitations Invitations Contract Contract Legislative requirement Contact	No No	Contract We need a privacy notice Privacy Notice Privacy Notice Contract Contract Privacy Notice Privacy Notice	Yes Not applicable No Contract No Contract Yes Yes Yes Yes Yes	Any reasonable request Bereaved families Nobody without consent Nobody without consent Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Nobody without consent	Burial Officer/Town Clerk Town Clerk/ATC Town Clerk/ATC Town Centre Manager Town Centre Manager Town Centre Manager Town Centre Manager	On purchase Annually Annually Each event Each event Each market Each market	indefinite 2 years 1 year 1 year 2 year 3 year 1 year	Server Server Server Server & Files Server & Files Server & Files Server	Lock and key password password password password/ password/locke d cabinet	
	Contact details of known Undertakers/Grave Diggers/Contractors Contact details Trader Contact Details Trader Agreements Trader Records Pat testing insurances food hygiene etc. Waiting List Complaints received	Yes No No No No No No No	legal Cemetery Functions Civic events Mayoral functions To provide a market (function under Food Act or Royal Charter) To provide a market (function under food ct or Royal Charter) To provide a market (function under food ct or Royal Charter) Business Business	Contract Contract Invitations Invitations Contract Contract Legislative requirement Contact Contact Contact Contact	No No	Contract We need a privacy notice Privacy Notice Contract Contract Contract Privacy Notice Priva	Yes Not applicable No Contract No Contract Yes Yes Yes Yes	Any reasonable request Bereaved families Nobody without consent Nobody without consent Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Nobody without consent External Professional Advisers, MPs, principal councils.	Burial Officer/Town Clerk Town Clerk/ATC Town Clerk/ATC Town Centre Manager	On purchase Annually Annually Each event Each event Each market Each market On receipt	indefinite 2 years 1 year 1 year 2 year 3 year 1 year 1 year 1 year	Server Server Server Server & Files Server & Files Server & Files Files	Lock and key password password password password cabinet password/locke d cabinet password/locke d cabinet no	
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y Market/Events	Contact details of known Undertakers/Grave Diggers/Contractors Contact details Trader Contact Details Trader Agreements Trader Agreements Traders Records Pat testing insurances food hygiene etc. Waiting List Complaints received Shopper contact details Objections Leases/licenses	Yes No	legal Cemetery Functions Civic events Mayoral functions To provide a market (function under Food Act or Royal Charter) To provide a market (function under food ct or Royal Charter) To provide a market (function under food ct or Royal Charter) Business Business Business Business Democracy Property	Contract Contract Invitations Invitations Contract Contract Contract Contract Contact	No No No No No No No No Yes No	Contract We need a privacy notice Privacy Notice Contract Contract Contract Privacy Notice Public Document Public Document	Yes Not applicable No Contract No Contract Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	Any reasonable request Bereaved families Nobody without consent Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Nobody without consent External Professional Advisers, MPs, principal councils. Nobody without consent External Professional Advisers, MPs, principal councils. Nobody without consent External Professional Advisers, MPs, principal councils. Nobody without consent Public Document registered at Land Registry	Burial Officer/Town Clerk Town Clerk/ATC Town Clerk/ATC Town Centre Manager Town Clerk ATC Town Clerk Town Clerk	On purchase Annually Annually Each event Each event Each market On receipt On receipt On receipt Annually On receipt Annually	indefinite 2 years 1 year 1 year 2 year 2 year 3 year 1 ye	Server Server & Files Server & Files Server & Files Server & Files Files Server & Files Files Server & Files Server Server & Files Server Server	Lock and key password password password password cabinet password/locke d cabinet password/locke d cabinet password/locke d cabinet password password password password cabinet password passwor	
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	Contact details of known Undertakers/Grave Diggers/Contractors Contact details Contact details Trader Contact Details Trader Agreements Traders Records Pat testing insurances food hygiene etc. Waiting List Complaints received Shopper contact details Objections Leases/licenses Tenant Contact Details Covenants	Yes No No No No No No No No No No No No No	legal Cemetery Functions Civic events Mayoral functions To provide a market (function under Food Act or Royal Charter) To provide a market (function under food ct or Royal Charter) To provide a market (function under food ct or Royal Charter) Business Business Business Business Democracy Property Democracy Property	Contract Contract Invitations Invitations Contract Contract Contract Contract Contract Contact	No N	Contract We need a privacy notice Privacy Notice Contract Contract Contract Privacy Notice Priva	Yes Not applicable No Contract No Contract Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	Any reasonable request Bereaved families Nobody without consent Nobody without consent Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional Advisers Nobody without consent External Professional Advisers, MPs, principal councils. Nobody without consent Public Document registered at Land Registry External Professional Advisers Public Document registered at Land Registry External Public Document registered at Land Registry	Burial Officer/Town Clerk Town Clerk/ATC Town Clerk/ATC Town Centre Manager Town Clerk Town Clerk Town Clerk Town Clerk Town Clerk	On purchase Annually Annually Each event Each event Each event Each market Con receipt Annually On receipt Annually Annually Annually Annually	indefinite 2 years 1 year 1 year 2 year 3 year 1 year See document Retention Policy See document Retention Policy	Server Server Server & Files Server & Files Server & Files Server & Files Files Server Server Server Server Server Server Files Filing cabinet Files	Lock and key password password password password password cabinet password/locke d cabinet password/locke d cabinet password/locke d cabinet password passwo	protection needed
ay Market/Events	Contact details of known Undertakers/Grave Diggers/Contractors Contact details Trader Contact Details Trader Agreements Trader Agreements Traders Records Pat testing insurances food hygiene etc. Waiting List Complaints received Shopper contact details Dijections Leases/licenses Leases/licenses Covenants Covenants Public rights of way	Yes No No No No No No No No No No No No No	legal Cemetery Functions Civic events Mayoral functions To provide a market (function under Food Act or Royal Charter) To provide a market (function under food ct or Royal Charter) To provide a market (function under food ct or Royal Charter) Business Business Business Business Democracy Property Democracy	Contract Contract Invitations Invitations Contract Contract Contract Contact C	No N	Contract We need a privacy notice Privacy Notice Contract Contract Privacy Notice Privacy Notice Privacy Notice Privacy Notice Public Document Contract Contract	Yes Not applicable No Contract No Contract Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	Any reasonable request Bereaved families Nobody without consent Nobody without consent Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional Advisers Our objection or approval is a public document Public Document registered at Land Registry External Professional Advisers	Burial Officer/Town Clerk Town Clerk/ATC Town Clerk/ATC Town Centre Manager Town Clerk Town Clerk Town Clerk Town Clerk	On purchase Annually Annually Each event Each event Each market On receipt Annually On receipt Annually Annually Annually	indefinite 2 years 1 year 1 year 2 year 3 year 1 year 2 year 1 year 1 year 1 year 1 year 1 year 1 year 1 year 1 year 1 year 1 year 1 year 1 year 1 year 1 year 1 year 1 year 1 year 1 year 1 year 1 ye	Server Server Server Server Server Server Server Server & Files Server & Files Server Server & Files Server Server Server Server Server Server Server & Files Files Server Server Server & Files Files Server & Files Server Server & Files Server Server & Files & Files Server & Files Server & Files & F	Lock and key Lock and key password password password password password/locke d cabinet password/locke d cabinet password	protection needed
ning	Contact details of known Undertakers/Grave Diggers/Contractors Contact details Contact details Trader Contact Details Trader Agreements Traders Records Pat testing insurances food hygiene etc. Waiting List Complaints received Shopper contact details Objections Leases/licenses Tenant Contact Details Covenants	Yes No No No No No No No No No No No No No	legal Cemetery Functions Civic events Mayoral functions To provide a market (function under Food Act or Royal Charter) To provide a market (function under food ct or Royal Charter) To provide a market (function under food ct or Royal Charter) Business Business Business Business Democracy Property Democracy Property	Contract Contract Invitations Invitations Contract Contract Contract Contract Contract Contact	No N	Contract We need a privacy notice Privacy Notice Contract Contract Contract Privacy Notice Priva	Yes Not applicable No Contract No Contract Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	Any reasonable request Bereaved families Nobody without consent Nobody without consent Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional Advisers Nobody without consent External Professional Advisers, MPs, principal councils. Nobody without consent Public Document registered at Land Registry External Professional Advisers Public Document registered at Land Registry External Public Document registered at Land Registry	Burial Officer/Town Clerk Town Clerk/ATC Town Clerk/ATC Town Centre Manager Town Clerk Town Clerk Town Clerk Town Clerk Town Clerk	On purchase Annually Annually Each event Each event Each event Each market Con receipt Annually On receipt Annually Annually Annually Annually	indefinite 2 years 1 year 1 year 2 year 3 year 1 year See document Retention Policy See document Retention Policy	Server Server Server & Files Server & Files Server & Files Server & Files Files Server Server Server Server Server Server Files Filing cabinet Files	Lock and key password password password password password cabinet password/locke d cabinet password/locke d cabinet password/locke d cabinet password passwo	protection needed
y Market/Events	Contact details of known Undertakers/Grave Diggers/Contractors Contact details Trader Contact Details Trader Agreements Trader Records Pat testing insurances food hygiene etc. Waiting List Complaints received Shopper contact details Objections Leases/licenses Tenant Contact Details Covenants Public rights of way Service level agreements /Memorandum of	Yes No	legal Cemetery Functions Civic events Mayoral functions To provide a market (function under Food Act or Royal Charter) To provide a market (function under food ct or Royal Charter) To provide a market (function under food ct or Royal Charter) Business Business Business Business Democracy Property Property Property	Contract Contract Invitations Invitations Contract Contract Contract Contract Contract Contact	No N	Contract We need a privacy notice Privacy Notice Contract Contract Contract Privacy Notice Priva	Yes Not applicable No Contract No Contract Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	Any reasonable request Bereaved families Nobody without consent Nobody without consent Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional advisers Environmental Health / Trading Standards / External Professional Advisers Nobody without consent External Professional Advisers Our objection or approval is a public document Public Document registered at Land Registry External Professional Advisers Public Document registered at Land Registry External Professional Advisers	Burial Officer/Town Clerk Town Clerk/ATC Town Clerk/ATC Town Centre Manager Town Clerk	On purchase Annually Annually Each event Each event Each event Each market On receipt Annually On receipt Annually Annually Annually Annually Annually	indefinite 2 years 1 year 1 year 2 year 3 year 1 year See document Retention Policy See document Retention Policy	Server Server Server Server & Files Server & Files Server & Files Files Server Server Server Server Files Files Filing cabinet Files	Lock and key password password password password cabinet password/locke d cabinet password/locke d cabinet password/locke d cabinet password passwo	protection needec

 Council Profile
 Large Town Council

 Councillors 15 (currently 3 vacancies)
 Councillors 15 (currently 3 vacancies)

 Staff: 1 Town Clerk / 1 TCM/ATC / 1 Facilities Manager / 1 Facilities Officer FT & 1 Facilities Officer PT / 1 Handyman FT / 1 Finance Officer PT / 2 Community Hub PT Electorate 10,100

 Precept 2018/2018 £459,079.00

 Museum - Whitchurch Heritage Centre run by Whitchurch Museum & Archives CIO

 Civic Centre - currently long-term peppercorn lease from Shropshire Council - seeking freehold transfer to WTC