

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? | | | 2. Lawful basis for holding personal data | | | | 3. Consent | | 4. Sharing Personal Data | | 5. Our internal processes | | | | 6. Action Needed |
|-----------------------------------|--|---------------------------|--|----------------------------------|---|--|--|---|------------------------------------|--------------------------|------------------------------------|-------------------------|---------------------------|-------------------|------------------|
| 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 it? | How often is it checked? | How long do we keep it? | Where is it held? | Protection? | Action needed | |
| Staff | | | | | | | | | | | | | | | |
| | Employment contracts | Yes | HR | It is a contract | No | Contract | Yes | External Professional Advisers | Clerk | On appointment | Duration of Employment plus 6 year | Secure Cabinet | Yes | locked cabinet | |
| | Leave/sickness record | No | HR | Employment Purposes | No | Yes | Yes | External Professional Advisers; HMRC; | 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 | HR | Employment | No | Yes | Yes | External Professional Advisers; HMRC; | Clerk | As required | duration of employment | Secure Cabinet | lock and key | | |
| | Bank details | No | HR | To pay staff salaries | No | Contract | Yes | HMRC | Finance Officer | Monthly | duration of employment | Payroll software | password | | |
| | Job applications (unsuccessful applicants) | Yes | HR | Employment | No | Yes | Yes | | Clerk | On application | until appointment made | Filing cabinet | lock and key | | |
| | Job applications/references (successful applicants) | Yes | HR | Employment | No | Yes | Yes | | Clerk | On appointment | duration of employment | Filing cabinet | lock and key | | |
| | 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 | | |
| Councillors | | | | | | | | | | | | | | | |
| | Declarations of Interest | Yes | Democracy | legislative requirement | Yes | Not required | Yes | This is Public Knowledge | All Staff | At election | term of office | SC website | no | | |
| | Personal contact details | 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 | |
| | 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 | |
| Volunteers | | | | | | | | | | | | | | | |
| | Personal contact details | Yes | HR | Volunteering | No | Yes | Yes | External Professional Advisers | Town Clerk / Facilities Manager | On appointment | duration of volunteering | Filing cabinet | lock and key | locked cabinet | |
| | Email addresses | Yes | HR | Volunteering | No | Yes | Yes | External Professional Advisers | Town Clerk | on appointment | duration of volunteering | Server / Filing cabinet | password / lock and key | locked cabinet | |
| Contractors/Suppliers | | | | | | | | | | | | | | | |
| | 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 | | | | | All staff | On raising | doc retention policy | Files | no | | |
| | Quotations | No | Business | Purchasing | No | Contract | Yes | Public inspection on audit | All staff | On raising | doc retention policy | Files | no | | |
| | Bank Account details | No | Business | Payment | No | Contract | Yes | Our Bank | Finance Officer | On payment | doc retention policy | Server | password | | |
| | Insurance | No | Business | Contact | No | Contract | Yes | External professional advisers | Clerk | On appointment | doc retention policy | Server | password | | |
| | References | No | Business | Contact | No | Contract | Yes | External professional advisers | Clerk | On appointment | doc retention policy | Server/Files | password | | |
| Residents | | | | | | | | | | | | | | | |
| | Complaints | Sometimes | Democracy | Democracy | No | Privacy Notice | No contract | External professional advisers | All staff | On receipt | 1 year | Server/Files | password | locked office | |
| | Freedom of Information requests | No | Democracy | Democracy | Yes | Privacy Notice | No contract | External Professional Advisers | Clerk | On receipt | doc retention policy | Server | password | | |
| | Electoral Register | No | Democracy | Democracy | No | Not applicable | No contract | Public Document required by law, which we choose to hold. | All staff | On receipt | 1 year | Server | password | | |
| Community Organisations | | | | | | | | | | | | | | | |
| | Name and Email Addresses | No | Democracy | Contact | No | Privacy Notice | No Contract | Nobody without consent | All staff | Annually | 2 years | Server | password | | |
| | Grant Application Forms | Yes | Democracy | Service to Community | No | Privacy Notice | No Contract | External Professional Advisers | 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 | | |
| Cemetery | | | | | | | | | | | | | | | |
| | Record of Burials | Yes | legal | Legislative requirement | Yes | Not applicable | Not applicable | Public document required by law | Burial Officer/Town Clerk | On purchase | indefinite | Register | lock and key | | |
| | Purchased Graves | Yes | legal | Contract | No | Contract | Yes | Any reasonable request | Burial Officer/Town Clerk | On purchase | indefinite | Deed Book | Lock and key | | |
| | Contact details of known Undertakers/Grave Diggers/Contractors | No | Cemetery Functions | Contract | No | We need a privacy notice | Not applicable | Bereaved families | Burial Officer/Town Clerk | On purchase | indefinite | Server | password | | |
| Civic Lists | | | | | | | | | | | | | | | |
| | Contact details | No | Civic events | Invitations | No | Privacy Notice | No Contract | Nobody without consent | Town Clerk/ATC | Annually | 2 years | Server | password | | |
| | | No | Mayoral functions | Invitations | No | Privacy Notice | No Contract | Nobody without consent | Town Clerk/ATC | Annually | 1 year | Server | password | | |
| Friday Market/Events | | | | | | | | | | | | | | | |
| | Trader Contact Details | No | To provide a market (function under Food Act or Royal Charter) | Contract | No | Contract | Yes | Environmental Health / Trading Standards / External Professional advisers | Town Centre Manager | Each event | 1 year | Server & Files | password/lock and cabinet | | |
| | Trader Agreements | No | To provide a market (function under food ct or Royal Charter) | Contract | No | Contract | Yes | Environmental Health / Trading Standards / External Professional advisers | Town Centre Manager | Each event | 2 year | Server & Files | password/lock and cabinet | | |
| | Traders Records Pat testing insurances food hygiene etc. | No | To provide a market (function under food ct or Royal Charter) | Legislative requirement | No | Contract | Yes | Environmental Health / Trading Standards / External Professional advisers | Town Centre Manager | Each market | 3 year | Server | password | | |
| | Waiting List | No | Business | Contact | No | Privacy Notice | Yes | Nobody without consent | Town Centre Manager | Each market | 1 year | Server & Files | password/lock and cabinet | | |
| | Complaints received | No | Business | Contact | No | Privacy Notice | Yes | External Professional Advisers, MPs, principal councils. | Town Centre Manager | On receipt | 1 year | Files | no | | |
| | Shopper contact details | No | Business | Contact | No | Privacy Notice | Yes | Nobody without consent | Town Clerk/ATC | Annually | 1 year | Server | password | | |
| Planning | | | | | | | | | | | | | | | |
| | Objections | No | Democracy | We are consulted on applications | Yes | Public Document | No contract | Our objection or approval is a public document | Town Clerk | On receipt | 1 year | Server | password | | |
| Property | | | | | | | | | | | | | | | |
| | Leases/licenses | No | Property | Council function | No | Public Document | Yes | Public Document registered at Land Registry | Town Clerk | Annually | indefinitely | Server & Files | password/lock and cabinet | | |
| | Tenant Contact Details | No | Democracy | Contact | No | Contract | Yes | External Professional Advisers | Town Clerk | Annually | See document Retention Policy | Filing cabinet | lock and key | | |
| | Covenants | No | Property | Council function | No | Public Document | Yes | Public Document registered at Land Registry | Town Clerk | Annually | See document Retention Policy | Files | no | protection needed | |
| | Public rights of way | No | Property | Council function | No | Public Document | Yes | Public Document registered at Land Registry | Town Clerk | Annually | See document Retention Policy | Files | lock and key | | |
| | Service level agreements /Memorandum of Understanding | No | Property records | Service to Community | No | Tenancy Agreement | Yes | External Professional Advisers | Town Clerk | Annually | See document Retention Policy | Server & Files | lock and key | | |
| General Contacts | | | | | | | | | | | | | | | |
| | Email Addresses | Yes | Democracy | Contact | Yes | Privacy Notice | Not applicable | Any reasonable request | All staff | Annually | 1 year | Server | password | | |

Council Profile **Large Town Council**
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