

Stanhoe Parish Council

GDPR Information Audit adopted November 2023

Document	Personal Details Held	Purpose	How it is held	GDPR Basis	Length of time to be held	Shared with	Purpose of Sharing
PERSONNEL							
Employment i.e. Contract, pay, CV, appraisal	Contact details, NI number, employment history, medical issues	Employment and management of staff	Electronically and/or paper record	Legal obligation	Until 6 years after employment with the Parish Council has ceased	Pay published HMRC	Legal obligation
CVs and job applicant applications	Contact details, education qualifications, employment history	Recruitment	Electronically and/or paper record	Public task	For 6 months after notifying unsuccessful applicants	Not shared	N/A
COUNCILLORS							
Application for co-option	Contact details and reasons for wanting to become a Parish Councillor	Reference	Electronically and/or paper record	Public task	For 3 months after vacancy is filled, if unsuccessful. Until resignation or election for successful applicant	Not shared	N/A
Declaration of interests form	Pecuniary and other interests of Parish Councillors	Legal requirement	Received by Clerk then sent to BCKLWN	Public task	Current year only (until new register is published by BCKLWN)	On BCKLWN website	N/A
Contact list of Councillors details	Contact details	Reference for Clerk	Electronically /hard copy	Public task	Updated as changes require	Clerk and Councillors	N/A
MEMBERS OF THE PUBLIC							

Electoral Register	Names, addresses	Reference	Electronic/ Hard copy	Public task	Current year only	Not shared. BKLWN share this with parish council	N/A
Members of the public	Contact details	To request information or to pass on information or make a statement	Electronic copy	Public task	As long as required to deal with query etc	Not shared	N/A
Grant Applications	Contact details, reason for the grant, any relevant details about the organisation requesting the grant	To consider requests for grants from local non- profit making organisations	Electronic/ Hard copy	Public task	If awarded a grant for up to 7 years for auditing purposes. If not awarded a grant, up to one year	Not shared	N/A
CONTRACTORS							
Contractors providing goods or services to the Parish Council	Contact details, details of contract between the two parties	Contractual	Electronic/ Hard copy	Contract	Life of the contract and up to 7 years for auditing purposes	Not shared	N/A