

**North Creake Parish Council Information Audit - drafted May 2018**

For the purposes of data protection, details are provided below of information held by the Parish Council

**Council List (excludes Column 2)**

Document	Personal detail held	Purpose	How it is held	Legal Basis	Length of time to be held	Shared with	Purpose of sharing
<b>Personnel</b>							
Employment: e.g. contract, pension, CV, appraisal	Contact details, National Insurance number, Employment History	For setting up and managing employment of staff	Electronically, Hard Copy	Legal Obligation Article 6 ( c )	Until 6 years after employment has ceased with the Parish Council	Not shared	N/A
CV's & applications of job applicants	Contact details and personal details of employment history	Recruitment	Electronically, Hard Copy	Public Task	For 6 months after notifying unsuccessful applicant/s	Not shared	N/A
<b>Councillors</b>							
Application for co-option	Contact details and reasons for wanting to become a Parish Councillor	Reference	Electronically, Hard Copy	Public Task	For 3 months after Councillor vacancy filled	Not shared	N/A
Declaration of Interests forms	Pecuniary and other interests of Parish Councillors	Legal requirement	Received by Clerk then sent to BCKLWN	Public Task	For length of time a Councillor is a member of the Parish Council	On BCKLWN's website	Public Information
Contact list of Councillor's details	Contact details	Reference - for the public to contact Councillors	Electronically, hard copy, Creake News (Chair's phone number) Noticeboard (Chair's contact details)	Public Task	To be updated/amended as change dictates and kept up to a year after Councillor leaves the Council	The public via website, newsletter and noticeboard	Public Information
<b>Members of the Public</b>							
Electoral Register	Names, addresses	Reference	Electronic copy	Public Task	Current year only (until new register is issued by the BCKLWN)	Not shared: the BCKLWN shared this document with the Parish Council	N/A
Enquiries from members of the public	Contact details	To request information, pass on information or make a statement	Electronically, hard copy	Public Task	For as long as is necessary	Not shared	N/A
Grant Applications	Contact details, reasons for requesting grant, other relevant details about organisation requesting grant	To consider requests for grants from local non-profit making organisations	Electronically, 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
<b>Contractors</b>							
Contractors providing goods or services to the Parish Council	Contact details, details of contract between the two parties	Contractual	Electronically, hard copy	Contract	Life of the contract and up to 7 years for auditing purposes	Not shared	N/A