

Stibbard Parish Council Information Audit

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

Document	Personal Detail held	Purpose	How it is held	Legal basis	Length of time to be held for	Shared With	Purpose of Sharing
Personnel / Staff							
Employment e.g. contract, pension, CV, appraisal	Contact details, employment history, National Insurance Number	For managing staff, setting up staff on payroll	Electronically and hard copy	Legal Obligation	Until 6 years after employment has ceased with the Parish Council	Not shared	n/a
Councillors							
Applications for co-option	Contact details and reasons for wanting to become a parish councillor	Recruitment	Electronically / hard copy	Public task	For 3 months after councillor vacancy filled	Not shared	n/a
Declaration of interest's forms	Pecuniary and other interests of parish councillors	Legal requirement	Received by clerk and then sent to NNDC	Public task	For length of time a councillor is a member of the Parish Council	On NNDC website with link from Stibbards website	Public Information
Contact list of councillors' details	Contact details	Reference for the clerk	Electronically and hard copy	Public task	To be updated as change dictates and kept f	Public as necessary	Public Information
Members of the Public							
Electoral register	Names and addresses	Reference	Electronic copy	Public Task	Current year only (until new register is issued by the District Council)	The District Council shares 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
Contact list of local landowners/farmers	Contact details	In order to contact them regarding a matter relating to their land	Hard copy	Public task	For as long as the farmer / landowner is contact for the land in Stibbard	Not shared	n/a
List of volunteers for litter pick	Contact details	Reference to contact villagers about forthcoming litter picks	Electronically / hard copy	Public task		Not shared	n/a
Contractors							
Contractors providing goods or services to the Parish Council	Contact details, and 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