

Inventory of Personal Data Captured, Stored and Processed by Sedgebrook Parish Council

Note for Users: Don't just copy it; think about each box and what is factually correct in your council These schedules are indicative of council activity. If your Council carries out activities not listed you will need to add those activities and consider the same headings for each activity.

Note for Users: Don't just copy it; triink about each box and what is factually correct in your of the state					_		3. Consent	4. Sharing Personal Data
		Including	2. Lawful basis for holding personal data luding What is it for? Why do we have it? Are we legally Have we got a contract			Have we get a senting of		4. Sharing Personal Data With whom do we share this data? LIST THEM ALL
relate?		Sensitive Data?	what is it for?	wny do we nave it?	Are we legally obliged to hold this data? NOTE: If we are legally obliged to hold it, no consent is needed.	data subject?	if we nave a contract with the data subject, does it demonstrate all necessary consents?	With whom do we share this data? LIST THEM ALL
Staff								
	Contract	Yes	HR	It is a contract	Yes	Contract	No	Members of Parish Council
	PAYE/Payroll (confidential minutes re salary)	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	HMRC/Internal Auditor/Members of the Parish Council
	Bank details	N/A	N/A					, , , , , , , , , , , , , , , , , , , ,
	Pension details	No	HR	Legislative requirement	Yes	Not required	Not applicable	The Pensions Regulator/Members of the Parish Council
	Leave Form	N/A	N/A					
	Staff Appraisals	N/A	N/A					
	Performance Plans	N/A	N/A					
Councillors								
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge
Internal Auditor	Name and email address	No	Audit	Legislative requirement	Yes	Not required	Not applicable	Name becomes Public Knowledge via website, other data is confidential
	pliers where we hold personal data of a natural person (not							
the	data of a limited company or of another council)							
	Contact details	N/A						
	Invoices	N/A						
	Purchase orders	N/A						
	Quotations	N/A						
	Bank Account details	N/A						
	Insurance	N/A						
	References	N/A						
Residents	5)							
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice (on website)	No contract	External Professional Advisers, MPs, principal councils.
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice (on website)	No contract	External Professional Advisers
Community Organisations	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice (on website)	No contract	External Professional Advisers, MPs, principal councils.
	Email Addresses	No	Democracy	Contact	No	Privacy Notice (on website)	No contract	Nobody without consent
	Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notice (on website)	No contract	External Professional Advisers
	Nominations of external committee members	No .	Democracy	Contact	No	Privacy Notice (on website)	No contract	Names become Public Knowledge, other data is confidential
Planning								
	Objections/Applications	No	Democracy	We are consulted on applications	Yes		No contract	Our objection or approval is a public document
Property								
	Village Recreation Ground	N/A						
Allotments								
	Tenancy Agreements	N/A						
	Tenant Contact Details	N/A						
Cottage Tenants								
	Legal Tenancy Agreement	N/A						
	Tenant Contact Details	N/A						
Cemetery								



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	Record of Burials	N/A						Professional Supportive Innovative
	Purchased Graves	N/A						
	Contact Details of known Undertakers	N/A						
Village Hall								
	legal Agreements	N/A						
	Deeds - Land purchase	N/A						
	Lease for Village Hall	N/A						
General								
Contacts								
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice (on website)	Not applicable	Parish Councillors
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Council Profile	Small Parish Council
	Councillor 7 (currently 5)
	Staff 2 - Clerk Part time and Community Cleaner Part Time
	Electorate 277
	Precept 2025/2026 £13490
	1 Recreational/Playground



Inventory assembled on 14/04/2018 and Last updated on 16/07/2025 and adopted 11 September 2025

		5. Our internal processes		6. Action Needed	
Who is responsible for keeping	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
this data?					
				- 11. 10.	
Clerk	On appointment and on review	Duration of Employment plus 6 years	PC/filing Cabinet/USB	Password/ Lock & key	Privacy Notice (with note to say it supplements his/her contract). USB encryption sticks requried
Clerk	Monthly	Duration of Employment plus 6 years	PC/filing Cabinet/USB	Password/ Lock & key	
Claril	Donation of Francisco	Duration of Francis was at also Course	DC/filia - C-laia -t	D=====================================	Net of Colors have a solution to a second of the second of
Clerk	Duration of Employment	Duration of Employment plus 6 years	PC/filing Cabinet	Password/ Lock & key	Not sufficient hours worked to be auto enrolled for all staff
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		+		+	
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Clerk	At Election/change of circs	Term of Office plus 4 years	PC/filing Cabinet/USB	Password/ Lock & key	List for review for deletion after 4 years. USB encryption sticks requried.
Clerk	At Election/change of circs	Term of Office plus 4 years	PC/filing Cabinet/USB	Password/ Lock & key	List for review for deletion after 4 years. USB encryption sticks required.
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Clerk	Change of circumstances	As long as Audit is completed	PC/filing cabinet	Password/ Lock & key	Privacy Notice sent together with link to General Privacy Notice on website.
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Clerk	On receipt	1 Year	Filing Cabinet	Lock and Key	
Clerk	On receipt	1 year	PC/filing Cabinet/USB	Password/ Lock & key	GDPR log for deletion to organise
Clerk	On receipt	2 years	PC/filing Cabinet/USB	Password/ Lock & key	GDPR log for deletion to organise
Clerk	On receipt	1 year	PC/filing Cabinet/USB	Password/ Lock & key	GDPR log for deletion to organise
Clerk	On receipt	1 year	PC/filing Cabinet/USB	Password/ Lock & key	USB encryption sticks required.
Clerk	On receipt	2 year	PC/filing Cabinet/USB	Password/ Lock & key	USB encryption sticks required.
Clerk	Annually	3 year	PC/filing Cabinet/USB	Password/ Lock & key	USB encryption sticks required.
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Clerk	On receipt	2 years	PC/filing Cabinet/USB	Password/ Lock & key	GDPR log for deletion to organise
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Clerk	On raising	1 year	PC/filing Cabinet/USB	Password/ Lock & key	USB encryption sticks required.	
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