

# 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.

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data				3. Consent	4. Sharing Personal Data
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
<b>Staff</b>								
	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					
<b>Councillors</b>								
	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
<b>Internal Auditor</b>	Name and email address	No	Audit	Legislative requirement	Yes	Not required	Not applicable	Name becomes Public Knowledge via website, other data is confidential
<b>Contractors /Suppliers where we hold personal data of a natural person (not the data of a limited company or of another council)</b>								
	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						
<b>Residents</b>								
	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
	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice (on website)	No contract	External Professional Advisers, MPs, principal councils.
<b>Community Organisations</b>								
	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
<b>Planning</b>								
	Objections/Applications	No	Democracy	We are consulted on applications	Yes		No contract	Our objection or approval is a public document
<b>Property</b>								
	Village Recreation Ground	N/A						
<b>Allotments</b>								
	Tenancy Agreements	N/A						
	Tenant Contact Details	N/A						
<b>Cottage Tenants</b>								
	Legal Tenancy Agreement	N/A						
	Tenant Contact Details	N/A						
<b>Cemetery</b>								

	Record of Burials	N/A						
	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

<b>Council Profile</b>	<b>Small Parish Council</b>
	Councillor 7 (currently 5)
	Staff 2 - Clerk Part time and Community Cleaner Part Time
	Electorate 277
	Precept 2025/2026 £13490
	1 Recreational/Playground

[illegible]

Clerk	On raising	1 year	PC/filing Cabinet/USB	Password/ Lock & key	USB encryption sticks required.