## Inventory of Data Captured, Stored and Processed by Southwell Town Council Inventory assembled on 25/05/2018 and Last updated on 25/05/2018

## STCGDPR1

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

To whom does					holding personal da		3. Consent	4. Sharing Personal Data		6. Action Needed				
it relate?	What Data is it?	Including Sensitive Data?	What is it for?		Are we legally obliged to hold	Have we got a contract or privacy notice relating to the	If we have a contract with	With whom do we share this data? LIST THEM ALL		How often is it	How long do we keep it?		Protection?	Action needed
Staff	Employment contracts	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers	Clerk	1	Duration of Employment plus 6 years	Server	password	
								External Professional						
	Leave/sickness			Employment				Advisers; HMRC; payroll			last financial			
	record	No	HR	Purposes	No	Yes	Yes	company	Clerk	Weekly	year	Server	password	
	Discipline/							External Professional Advisers; HMRC; payroll			duration of			
	Grievance record	Yes	HR	Employment	No	Yes	Yes	company	Clerk	<u> </u>	<u> </u>	Server	password	
											duration of			
	Next of Kin details	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	employment	Server	password	
	Accident/ Injury							External Professional				Open		
	record	No	HR	H&S	Yes	Contract	Yes	Advisers	Clerk	As required	policy	shelf		
								External Professional						
				Legislative				Advisers; HMRC; payroll			duration of			
	Pension details	Yes	HR	requirement		Not required	Not applicable	company	Clerk	As required	employment	Server	password	
								External Professional						
				Legislative				Advisers; HMRC; payroll			duration of			
	PAYE	No	HR	requirement	Yes	Not required	Not applicable	company	Clerk	monthly	employment	Server	password	
								External Professional						
								Advisers; HMRC; payroll			duration of			
	Contact details	Yes	HR	<u> </u>	No	Yes	Yes	company	Clerk	<del>                                     </del>	<u> </u>	Server	password	
				To pay staff				Our Bank Payroll				Payroll		
	Bank details	No	HR	salaries	No	Contract	Yes	Company	Clerk	Monthly		software	password	
	Job applications										until			
	(unsuccessful											Filing		
	applicants)	Yes	HR	Employment	No	Yes	Yes		Clerk	On application	made	cabinet	lock and key	
	Job applications/ references													
	(successful									1		Filing		
	applicants)	Yes	HR	Employment	No	Yes	Yes		Clerk		<del></del>	cabinet	lock and key	
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes		Clerk			Filing cabinet	lock and key	
				, ,						<u> </u>	<del> </del>	Filing	, 	
	Performance Plans	Yes	HR	Employment	No	Yes	Yes		Clerk			cabinet	lock and key	
													,	
	Declarations of			legislative										
Councillors	Interest	Yes	Democracy	requirement	Yes	Not required	Yes	This is Public Knowledge	All Staff	At election	term of office	website	no	
	Personal contact			legislative										
	details	No	Democracy	requirement	Yes	Not required	Yes	This is Public Knowledge	All staff	At election	term of office	Server	password	
				legislative								Notice		
	Email Addresses	No	Democracy	requirement	Yes	Not required	Yes	This is Public Knowledge	All staff	At election	term of office	boards	no	

Suppliers Contact details No Business Contact No Contract Yes Advisers Clerk appointed last contract software password long to the public inspection on long and list and the public inspection on long and the public in	Contractors/								External Professional		When	2 years from	Accounts		
Precision   No.   Demonstration   Precision   No.   Demonstration   Precision   Precisio		Contact details	No	Business	Contact	No	Contract	Yes		Clerk		· ·	1	password	
	• •												<del> </del>	<u>'</u>	
Part		Invoices	No	Business	Payment	No	Contract	Yes	,	Clerk			1	password	
				2.6				1.00		0.0.11		· ·		Passirera	
Control   Cont		nurchase orders		husiness	Purchasing					All staff			Files	no	
Quantinose   Qua		parchase orders		business	i dicilasing					All Stall		. ,	11103	110	
Reference   Refe		Quotations	No	Rucinocc	Durchasing	No	Contract	Voc		All staff			Eiloc	200	
Market   M			INO	Dusiness	Fulcilasing	INO	Contract	163	auuit	All Stall	-	. ,	i iies	110	
Private   Priv			N	Ducinos	Daywaant	N.	Canatura at	Vaa	Our Donk	Clark			Camian		
Marcine   Marc		details	INO	Business	Payment	NO	Contract	res		Cierk			Server	password	
Residence (manufacture)  Freedom of Warmarian (manufacture)  Freed				<b>.</b>	C			,	· ·						
Reference		insurance	NO	Business	Contract	NO	Contract	Yes		Cierk		. ,	Server	password	
Compaints Senetimes Personal Processional Residents Procession of Information Residents Procession Residents Proce			l					.,	1						
Community   Comm		References	No	Business	Contact	No	Contract	Yes		Clerk	appointment	policy	Server	password	
Recidents of information (accessed to information) (accessed to inform					_				,						
Redidents requests No Democracy Democracy Privacy Notice No contract Advisors Clerk On receipt Colicy Server password Community Communit		Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	advisers	All staff	On receipt	1 year	Server	password	
Redidents requests No Democracy Democracy Privacy Notice No contract Advisors Community Community Privacy Notice No Contract No Contract Advisors Contract No Cont															
Residential requests No. Democracy Democracy Privacy Notice No contract Advisors Only Relative Privacy Notice No contract Advisors Not contract Relative Privacy Notice No contract Relative Privacy Notice Relative Privacy Notice Relative Privacy Notice No contract Relative Privacy Notice Relati															
Bectoral Register No Democracy Democracy No Not applicable No contract verbination of provides and analysis of testing from the provided plan, which we choose to hold.    Source of the provided of the provi															
Petcoral Register   No   Democracy   No   Democracy   No   Not applicable   No contract   Version   Register   No contract   No contract   Version   Register   No contract   No contr	Residents	requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract		Clerk	On receipt	policy	Server	password	
Sectoral Register   No   Democracy   Dem															
Community Organisations Final Addresses Final									1 ' '						
Organisations   Email Addresses   No   Democracy   Contact   No   Privacy Notice   No   Contract   No   No   Privacy Notice   No   Contract   Advisers   All staff   Annually   2 years   Server   password   Privacy Notice   No   Privacy Noti		Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	we choose to hold.	All staff	On receipt	1 year	Server	password	
Organisations   Email Addresses   No   Democracy   Contact   No   Privacy Notice   No   Contract   No   No   Privacy Notice   No   Contract   Advisers   All staff   Annually   2 years   Server   password   Privacy Notice   No   Privacy Noti															
Grant Application Forms	Community														
Forms Perhaps Democracy Community No Privacy Notice No Contract Advisers All staff Annually 2 years Server password Nominations of external committee members No Democracy Contact No Privacy Notice No Contract Confidential No No Democracy Contact No Democracy Contact No Privacy Notice No Contract Confidential No No No No Mayoral functions Invitations No Privacy Notice No Contract No No No No Mayoral function under Food Act or under Food Act	Organisations	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No Contract	Nobody without consent	All staff	Annually	2 years	Server	password	
Nominations of external committee nembers No Democracy Contact No Privacy Notice No Contract Confidential No Privacy Notice No Contract No Confidential No Con		Grant Application			Service to				External Professional						
external committee members No Democracy Contact Mo Privacy Notice No Contract Confidential All Staff appointment Report of the password of the		Forms	Perhaps	Democracy	Community	No	Privacy Notice	No Contract	Advisers	All staff	Annually	2 years	Server	password	
external committee members No Democracy Contact Mo Privacy Notice No Contract Confidential All Staff appointment Report of the password of the															
members No Democracy Contact No Privacy Notice No Contract confidential All Staff appointment Retention Policy Server password Clivic Lists  Contact details  Contact details  Contact details  Contact details  No Mayoral functions invitations  No Mayoral function under Food Act or market (function under Food ct		Nominations of							Names become Public						
Civic Lists  Contact details  Contact details  Contact details  Contact details  Contact details  Contact details  No  Mayoral functions  Invitations  No  Privacy Notice  No  No  No  Privacy Notice  No  Privacy Notice  No  Privacy Notice  No  No  No  Privacy Notice  No  No  No  Privacy Notice  No  Privacy Notice  No  Privacy Notice  No  Privacy Notice  No  Privacy Notice  No  Privacy Notice  No  No  Privacy Notice  No  No  Privacy Notice  No  No  No  Privacy Notice  No  No  No  Privacy Notice  No  No  Privacy Notice  No  No  No  Privacy Notice  No  No  No  No  No  No  No  No  No  N		external committee							Knowledge, other data is		On	See document			
No Mayoral functions invitations No Privacy Notice No Contract Nobody without consent Clerk Annually 1 year Server password  Trader Contact Details No Royal Charter)  Trader Agreements No Royal Charter)  Trader Agreements No Royal Charter)  Trader Agreements No Royal Charter)  Trader Server password  Trader Contact Details No Royal Charter)  Trader Agreements No Royal Charter)		members	No	Democracy	Contact	No	Privacy Notice	No Contract	confidential	All Staff	appointment	Retention Policy	Server	password	
No Mayoral functions invitations No Privacy Notice No Contract Nobody without consent Clerk Annually 1 year Server password  Trader Contact Details No Royal Charter)  Trader Agreements No Royal Charter)  Trader Agreements No Royal Charter)  Trader Agreements No Royal Charter)  Trader Server password  Trader Contact Details No Royal Charter)  Trader Agreements No Royal Charter)															
No Mayoral functions invitations No Privacy Notice No Contract Nobody without consent Clerk Annually 1 year Server password  Trader Contact Details No Royal Charter)  Trader Agreements No Royal Charter)  Trader Agreements No Royal Charter)  Trader Agreements No Royal Charter)  Trader Server password  Trader Contact Details No Royal Charter)  Trader Agreements No Royal Charter)															
Markets   Trader Contact   No   Royal Charter   Contract   No   Contract   Ves   Advisers   Clerk   Each market   1 year   Server   password	<b>Civic Lists</b>	Contact details		Civic events	Invitations	No	Privacy Notice	No Contract	Nobody without consent	Clerk	Annually	2 years	Server	password	
Markets   Trader Contact   No   Royal Charter   Contract   No   Contract   Ves   Advisers   Clerk   Each market   1 year   Server   password															
Trader Contact Details No Royal Charter) Trader Agreements No Royal Charter) Trader Records Pat testing insurances food hygiene etc. No Royal Charter) Royal			No	Mayoral functions	Invitations	No	Privacy Notice	No Contract	Nobody without consent	Clerk	Annually	1 year	Server	password	
Trader Contact Details No Royal Charter) Trader Agreements No Royal Charter) Trader Records Pat testing insurances food hygiene etc. No Royal Charter) Royal															
Trader Contact Details No Royal Charter) Trader Agreements No Royal Charter) Trader Records Pat testing insurances food hygiene etc. No Royal Charter) Royal				To provide a					Environmental Health /						
Trader Contact Details No Royal Charter) Contract No C				l .					'						
Markets Details No Royal Charter) Contract No Contract Yes advisers Clerk Each market 1 year Server password  To provide a market (function under food ct or un		Trader Contact		· ·					1						
To provide a market (function under food ct or Royal Charter)  Trader Agreements No Royal Charter)  Traders Records Pat testing insurances food hygiene etc. No Royal Charter)  Waiting List No Business  Complaints received No Business  Contact No Privacy Notice Passed Royal Charter No Privacy Notice Passed Royal Ro	Markets		No		Contract	No	Contract	Yes		Clerk	Each market	1 vear	Server	password	
market (function under food ct or Royal Charter)  Trader Agreements No Royal Charter)  Trader Records Pat market (function under food ct or food chygiene etc. No Royal Charter)  Waiting List No Business  Contact No Privacy Notice Yes Nobody without consent Clerk Each market 1 year Server password  External Professional advisers  Clerk Each market 2 year Server password  Environmental Health / Trading Standards / External Professional advisers  Clerk Each market 3 year Server password  Clerk Each market 1 year Server password  External Professional Advisers, MPs, principal Advisers, MPs, principal Clerk On receipt 1 year Files no Shopper contact			-	,	1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	-				1		,			
Trader Agreements No Royal Charter) Contract No Contract Yes advisers Clerk Each market 2 year Server password  Traders Records Pat testing insurances food hygiene etc. No Royal Charter) Royal Charter) Royal Charter) Royal Charter Royal Charter) Royal Roy				'					1						
Trader Agreements No Royal Charter) Contract No Contract Yes advisers Clerk Each market 2 year Server password  To provide a market (function under food ct or food hygiene etc. No Royal Charter) Privacy Notice Yes Nobody without consent Clerk Each market 1 year Server password  Waiting List No Business Contact No Privacy Notice Yes Councils. Clerk On receipt 1 year Files no  Shopper contact Ves advisers Clerk On receipt 1 year Files no				· ·					_						
Traders Records Pat testing insurances food hygiene etc.  No  Royal Charter)  Waiting List  No  Business  Contact  No  Privacy Notice  Shopper contact  No  Royal Charter  No  Privacy Notice  Yes  Nobody without consent Clerk  External Professional Advisers, MPs, principal councils.  Clerk  Clerk  Each market  1 year  Server password  External Professional Advisers, MPs, principal councils.  Clerk  On receipt  1 year  Files  No  Shopper contact  No  Privacy Notice  Yes  Contact  No  Privacy Notice  Yes  Councils.  Clerk  On receipt  1 year  Files  No		Trader Agreements	No		Contract	No	Contract	Yes		Clerk	Fach market	2 vear	Server	nassword	
Traders Records Pat testing insurances food hygiene etc.  No  Royal Charter)  Waiting List  No  Business  Complaints received No Shopper contact  No  Market (function under food ct or Royal Charter)  No  Complaints received No Shopper contact  No  Market (function under food ct or Royal Charter)  Legislative requirement  No  Contract  Yes  No  Contract  Yes  Nobody without consent  External Professional Advisers, MPs, principal councils.  Clerk  Each market  1 year  Server password  External Professional Advisers, MPs, principal councils.  Clerk  On receipt  1 year  Files  No  Shopper contact  No  No  Privacy Notice  Yes  Contact  No  Privacy Notice  Yes  Councils.		Trader Agreements		,	Contract		Contract	1.03		O.C. K	Lucii market	_ year	301 401	Password	
testing insurances food hygiene etc.  No Royal Charter)  Royal Charter (Royal Charter)  Royal Charter (Ro		Traders Records Pat		l .											
food hygiene etc. No Royal Charter) requirement No Contract Yes advisers Clerk Each market 3 year Server password  Waiting List No Business Contact No Privacy Notice Yes Nobody without consent Clerk Each market 1 year Server password  External Professional Advisers, MPs, principal Complaints received No Business Contact No Privacy Notice Yes councils. Clerk On receipt 1 year Files no  Shopper contact					Legislative				_						
Waiting List No Business Contact No Privacy Notice Yes Nobody without consent Clerk Each market 1 year Server password  External Professional Advisers, MPs, principal Complaints received No Business Contact No Privacy Notice Yes councils.  Complaints received No Business Contact No Privacy Notice Yes councils.		_	No		-	No	Contract	Vac		Clark	Fach market	2 year	Sorver	naccword	
Complaints received No Business Contact No Privacy Notice Yes councils. External Professional Advisers, MPs, principal councils. Clerk On receipt 1 year Files no Shopper contact		noou nygiene etc.	INU	Noyal Clidite()	requirement	INU	COILLIACE	163	auvisers	CIEIK	Lacii iiidi KEL	J year	JEI VEI	password	
Complaints received No Business Contact No Privacy Notice Yes councils. External Professional Advisers, MPs, principal councils. Clerk On receipt 1 year Files no Shopper contact		Waiting List	No	Rusiness	Contact	No	Drivacy Motics	Vac	Nobody without consent	Clark	Fach market	1 year	Sorver	naccword	
Complaints received No Business Contact No Privacy Notice Yes Councils. Clerk On receipt 1 year Files no Shopper contact		vvaiting List	INU	DUSITIESS	CONTACT	INU	Privacy Notice	162	· ·	CIEFK	Eacii ilidiket	т уеаг	server	hassword	
Complaints received No Business Contact No Privacy Notice Yes councils. Clerk On receipt 1 year Files no Shopper contact															
Shopper contact Shopper contact		Compulation	l Na	D	Combact	No.	Duting on Alexander	l vaa	1 ' ' '	Clouls	0.00.00.00.00.00.00.00	1	[		
			INO	business	Contact	INO	Privacy Notice	res	councils.	cierk	On receipt	ı year	riies	no	
uetaiis ino ibusiness Contact ino iprivacy notice ises inodody without consent iclerk in Annually in its password is in the contact in the co			No	D	Combost	No	Duting on Alexander	l <sub>V=</sub>	Nahada aka kata sa ta sa	Clouls	Ammuelli	1	Comite		
		uetaiis	INO	Business	Contact	INO	Privacy Notice	res	INODOGY WITHOUT CONSENT	Lierk	Annually	ı year	server	password	

				We are				Our objection or					
				consulted on		Public		approval is a public					
Planning	Objections	No	Democracy	applications	Yes	Document	No contract	document	Deputy Clerk	On receipt	1 year	Server	password
								Public Document					
				Council		Public		registered at Land					
Property	Leases/licenses	No	Property	function	No	Document	Yes	Registry	Clerk	Annually	indefinitely	Server	password
	Tenant Contact							External Professional			See document	Filing	
	Details	No	Democracy	Contact	No	Contract	Yes	Advisers	Clerk	Annually	Retention Policy	cabinet	lock and key
								Public Document					
				Council		Public		registered at Land			See document		
	Covenants	No	Property	function	No	Document	Yes	Registry	Clerk	Annually	Retention Policy	Files	lock and key
								Public Document					
				Council		Public		registered at Land			See document		
	Public rights of way	No	Property	function	No	Document	Yes	Registry	Clerk	Annually	Retention Policy	Files	lock and key
	Service level			Service to		Tenancy		External Professional			See document		
	agreements	No	Property records	Community	No	Agreement	Yes	Advisers	Clerk	Annually	Retention Policy	Files	lock and key
General													
Contacts	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	Clerk	Annually	1 year	Server	password

	Medium Town Council
<b>Council Profile</b>	Councillors 15
	Staff 1 Clerk 7 part time staff
	Electorate 8000 +
	Precept 2018/2019 £210,000
	Tourist Information Centre
	GM Depot
	Pavilion