

THURTON PARISH COUNCIL INFORMATION AUDIT		Reviewed by T Higlett December 2023						Next review date July 2024
Category	Documents Held	Personal Details Held	Purpose	Legal Basis	Shared with	Purpose of Sharing	Privacy Notice	Maximum length of time to be held
Staff	HR records held incl. contract, references, application, appraisals grievance and disciplinary	Name and address, telephone numbers and email address	Contractual	Contract/Legal obligation	Councillors, Insurer	Appointment, annual appraisal, fidelity claim	Issued May 2018	12 months from termination (for reference)
	Payroll/Pension	NI number, tax and pension records	Pay, pension	Contract/Legal obligation	Councillors, HMRC, Pension regulator	Financial, Internal controls, legal obligation	Issued May 2018	7 years from termination
	Applications, CV's, references of applicants	Name and address, telephone numbers, email address and employment history	Recruitment	Contract/Legal obligation	Councillors	Recruitment	Issued May 2018	6 months after position filled
Councillors	Contact details	Name and address, telephone numbers and email address	Transaction of council business	Legal obligation	Public	Transaction of the council business	Issued May 2018, to be issued to new councillors as and when elected or co-opted	At end of term of office
	Register of Interests	Pecuniary and other interests	Legal obligation	Legal obligation	Public - District Council website	Legal obligation	Issued May 2018, to be issued to new councillors as and when elected or co-opted	At end of term of office
Members of the Public	Correspondence, letter/emails	Name and address, telephone numbers and email address	Transaction of council business	Public Interest	Councillors, other authorities(with permission)	Transaction of the council business	Informed that information is available on Parish Councils website	Once query is resolved unless there is any historical interest or likely to be any future need.
	Contact details of landowners and those involved in local groups	Name and address, telephone numbers and email address	Transaction of council business	Public Interest	Councillors (if necessary), other authorities(with permission)	Transaction of council business	Informed that information is available on Parish Councils website	For as long as they own land or are involved in the parish
	Grant Applications	Name and address, telephone numbers and email address	Transaction of council business	Public Interest	Councillors. Personal information removed from version made public.	Transaction of council business	Included in grant application form	7 years if granted. 1 year if not
Contractors	Contact details	Name and address, telephone numbers and email address	Transaction of council business	Contract	Councillors (only where councillor is overseeing contract)	Transaction of council business	Informed that information is available on Parish Councils website	For as long as contract is maintained and for anymore as is necessary for guarantee purposes
	Invoices	Name and address, telephone numbers, email address bank details	Transaction of council business	Contract	Councillors	Transaction of council business	Informed that information is available on Parish Councils website	7 years
	Quotes	Name and address, telephone numbers and email address	Transaction of council business	Contract	Councillors	Transaction of council business	Informed that information is available on Parish Councils website	7 years