

Pencombe Group Parish Council -  
Data Audit Schedule

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data				3. Consent
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?
<b>Staff</b>							
	Contract	Yes	HR	It is a contract	No	Contract	Yes
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable
	Leave Form	No	HR	Employment Purposes	No	Yes	Yes
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes
	Performance Plans	Yes	HR	Employment	No	Yes	Yes
<b>Councillors</b>							
	Declarations of Interest	Yes	Democracy	Legislative requirement	Yes	Not required	Not applicable
	Personal contact details	No	Democracy	Legislative requirement	Yes	Not required	Not applicable
	Email address	No	Democracy	Legislative requirement	Yes	Not required	Not applicable
<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	No	Business	Contact	No	Contract	Yes
	Invoices	No	Business	Payment	No	Contract	Yes
	Purchase orders	No	Business	Purchasing	No	Contract	Yes
	Quotations	No	Business	Purchasing	No	Contract	Yes
	Bank account details	No	Business	Payment	No	Contract	Yes
	Insurance	No	Business	Contract	No	Contract	Yes
	References	No	Business	Contact	No	Contract	Yes
<b>Residents</b>							
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract
	General Correspondence from MPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract
<b>Community Organisations</b>							
	Email addresses	No	Democracy	Contact	No	Privacy Notice	No contract
	Grant application forms	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No contract
<b>Planning</b>							
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract
<b>Cemetery</b>							
	Register of Burials	No	Legal	Legislative requirement	Yes	Not applicable	Not applicable
	Purchased Graves	Sometimes	Legal	Contract	No	Contract	Yes
	Contact details of known Undertakers	No	Cemetery functions	Contact	No	Privacy Notice	Not applicable
	Contact details of known stone masons	No	Cemetery functions	Contact	No	Privacy Notice	Not applicable
<b>Parish Hall</b>							
	Legal agreements	No	Property Records	Recreation function	No	Contract	Yes
	Deeds - Land purchase	No	Property Records	Property Records	No	No	Public document
	Lease for Parish Hall	No	Property Records	Property Records	No	Contract	Yes
<b>General Contacts</b>							
	Email addresses (including website subscribers)	No	Democracy	Contact	Yes	Privacy Notice	Not applicable