

## The Tivetshalls Parish Council- AUDIT OF PERSONAL DATA HELD - 2023

Adopted at Tivetshall parish Council Meeting June 2023

<b>Subject Matter/Activity</b>	<b>Information Held</b>	<b>Where From</b>
1. Payroll	Staff members address NI number Tax/NI/Superannuation payments	Staff Member Council payroll record
2. Recruitment Records	Application forms Personal details Contracts of employment	Individual applicants
3. Co-opting Parish Cllrs	Letters of application	Individual applicants
4. Volunteers	Personal information of persons volunteering	Individual volunteers
5. Correspondence/Complaints with/from parishioners	Letters/e-mails	Individual parishioners
6. 3rd party correspondence	Letters/e-mails	NPTS NCC/SNDC Other Partner/Communi- Organisations/public au- Private sector organisa-
7. SNDC Electoral Roll	Electoral register	SNDC Elections team
8. Parish Council website	Parish Councillor & Clerk Telephone contact details	Self generated

**Who Shared with**

HMRC

Interview Panel Members

Parish Council Members

All Volunteers South Norfolk District Council and Norfolk County Council

Parish Council where appropriate  
& other agencies eg District &  
County Council where lobbying  
on their behalf

Not shared

authority bodies  
agreements eg contracts (Green Space maintenance)

Not shared

On the Internet