

Tivetshall Parish Council's Information Audit

Completed by Alan Arber, Parish Clerk on 31/3/2023

Approved by Tivetshall parish Council at June 2023 meeting

Category	Documents held	Personal details held	Purpose	Legal basis	Shared with	Purpose of sharing	Privacy Notice	Length of time to be held
Staff	HR Records incl contract, references, application, appraisals, grievance & disciplinary	Name, address, telephone numbers, email address	Contractual	Contract/Legal Obligation	Councillors, insurer, Pay roll company, District Councillors, County Councillors, District and County Organisations, HMRC,	Appointment, annual appraisal, fidelity claim	Issued May 20XX	12 months from termination (for references)
Councillors	Register Of Interests, Acceptance of Office, Emails	Email address, Phone numbers	Legal Obligation for emails and contact	Legal Obligation	Other Councillors, county and district councillors and organisations			held electronically
Volunteers	Emails, Phone calls	Email addresses, Phone calls	Legal obligation for contact for events	Legal Obligation	Clerk only	clerks need to notify		12 months from events