

Inventory of Data Captured, Stored and Processed by Fleetwood Town Council

Inventory assembled on 29/032018 and Last updated on

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data				3. Consent		4. Sharing Personal Data		5. Our internal processes				6. Action Needed
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?	With whom do we share this data? LIST THEM ALL	Who is responsible for keeping it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed	
Staff															
	Employment contracts	Yes	HR	It is a contract	No	Contract	Yes	Council members	Clerk	On appointment	Duration of Employment plus 6 years	Locked cabinet	Lock and key		
	Leave/sickness record	No	HR	Employment Purposes	No	Yes	Yes	Council members	Finance Officer	Weekly	last financial year	Locked cabinet	Lock and key		
	Discipline/Grievance record	Yes	HR	Employment	No	Yes	Yes	Council members	Clerk	As required	duration of employment	Locked cabinet	Lock and key		
	Accident/Injury record	Yes	HR	H&S	Yes	Contract	Yes	Council members	Clerk	As required	doc retention policy	Locked cabinet	Lock and key		
	Pension details	Yes	HR	Legislative requirement	No	Not required	Not applicable	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Payroll software	password		
	PAYE	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company	Finance Officer	monthly	duration of employment	Payroll software	password		
	Contact details	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC; payroll company	Clerk	As required	duration of employment	Payroll software	password		
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Our Bank Payroll Company	Finance Officer	Monthly	duration of employment	Payroll software	password		
	Job applications (unsuccessful applicants)	Yes	HR	Employment	No	Yes	Yes	No one	Clerk	n/a	6 months after appointment made	Locked cabinet	Lock and key	To ensure confidential destruction after 6 months	
	Job applications/references (successful applicants)	Yes	HR	Employment	No	Yes	Yes	Council employment panel	Clerk	On appointment	duration of employment	Filing cabinet	lock and key		
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes	Council employment panel on request	Clerk	As required	duration of employment	Filing cabinet	lock and key		
	Performance Plans	Yes	HR	Employment	No	Yes	Yes	Council employment panel on request	Clerk	As required	duration of employment	Filing cabinet	lock and key		
Councillors															
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All Staff	At election	term of office	website	no		
	Personal contact details	No	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All staff	At election	term of office	Laptop and external drive	password		
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All staff	At election	term of office	Website	no		
Contractors/Suppliers															
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers	Finance Officer	When appointed	2 years from last contract	Accounts software	password		
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Finance officer	On payment	doc retention policy	Accounts software	password		
	purchase orders	No	business	Purchasing	No	Contract	Yes	Public inspection on audit	All staff	On raising	doc retention policy	Filing cabinet	lock and key		
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	All staff	On raising	doc retention policy	Filing cabinet	lock and key		
	Bank Account details	Yes	Business	Payment	No	Contract	Yes	Our Bank	Finance Officer	On payment	doc retention policy	Online banking	password and access code		
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Clerk	On appointment	doc retention policy	Filing cabinet	lock and key		
	References	No	Business	Contact	No	Contract	Yes	External professional advisers	Clerk	On appointment	doc retention policy	Filing cabinet	lock and key		
Residents															
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External professional advisers	All staff	On receipt	1 year	Filing cabinet	lock and key		
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	doc retention policy	Filing cabinet	lock and key		
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	All staff	On receipt	1 year	Filing cabinet	lock and key		
Community Organisations															
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No Contract	Nobody without consent	All staff	Annually	2 years	Server	password		
	Grant Application Forms	Perhaps	Democracy	Service to Community	No	Privacy Notice	No Contract	External Professional Advisers	All staff	Annually	2 years	Filing cabinet	lock and key		
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No Contract	Names become Public Knowledge, other data is confidential	All Staff	On appointment	See document Retention Policy	Server	password		
Allotments															
	Waiting list	No	Business	Allocation	No	Privacy Notice	No Contract	Nobody without consent	Finance Officer	Monthly	Until plot available	Filing cabinet	lock and key		
	Tenant Contact Details	No	Property records	Contact	No	Tenancy Agreement	Yes	Allotments Association and its members	Finance Officer	Monthly	indefinite	Filing cabinet	lock and key		
	Tenancy Agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	Allotments Association and its members	Finance Officer	Annually	until plot relinquished	Filing cabinet	lock and key		
Cemetery	Not applicable														
Civic Lists	Not applicable														
Farmers Market	Not applicable														
Planning															
	Objections	No	Democracy	We are consulted on application	Yes	Public Document	No contract	Our objection or approval is a public document	Democratic Officer	On receipt	1 year	Filing cabinet	lock and key		
Property															
	Leases/licenses	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	indefinitely	Filing cabinet	lock and key		
	Service level agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	External Professional Advisers	Director	Annually	See document Retention Policy	Filing cabinet	lock and key		
General Contacts															
	Email Addresses	Yes	Democracy	Contact	No	Privacy Notice	Not applicable	Any reasonable request	All staff	Annually	1 year	Server	password		

Council Profile	Fleetwood Town Council
	Councillors 13
	Staff 1 Clerk, 1 part time staff
	Electorate 17,967
	Precept 2018/2019 £167,615.00