

Brandon Parva, Coston, Runhall & Welborne Parish Council INFORMATION AUDIT

Document	Personal detail held	Purpose	How it is held	Legal Basis	Length of time to be held	Shared with	Purpose of sharing
Personal - staff							
Employment: contract/pension/CV/ appraisal	Contact details, National insurance number, employment history, salary claims	For setting up and managing employment of staff	Electronically & hard copy	Legal Obligation	7 years from end of employment with parish council	Not shared	N/A
Councillors							
Application for co-option	Contact details plus reasons for wanting to become a parish councillor	Reference	Electronically & hard copy	Public task	For 6 months after councillor vacancy filled	Not shared	N/A
Declaration of Interests forms	Pecuniary and other interests of parish councillors	Reference	Received by clerk then sent to South Norfolk Council	Public task	For length of time councillor is a member of the parish council	On South Norfolk Council's website with a link from the parish councils website	Public information
Contact list of councillor's details	Contact details – name/address/ Telephone/email	Reference – for the public to contact councillors	Electronically, hard copy, parish council newsletter (email & phone)	Public task	To be kept updated/amended as necessary and kept for up to a year after a councillor leaves the council	The public – via newsletter, notice boards and website	Public information
Members of the public							
Electoral Register	Names & Addresses	Reference	Electronic & hard copy	Public task	Current year only – until new register is issued by the district council	Not shared – shared by District council with the parish council	N/A
Enquiries from members of the public	Contact details	To request information, pass on information or make a statement	Electronically & hard copy	Public task	Whilst the enquiry is ongoing and up to 1 month after conclusion of enquiry	Not shared	N/A
Grant Applications	Contact details, reasons for requesting grant and other relevant details about organisation requesting grant	To consider requests for grants from organisations in the parish	Electronically & hard copy	Public task	If awarded a grant – for up to 7 years for auditing purposes. If not awarded a grant for up to one year	Not shared	N/A
Volunteers – Litter wardens/ Countryside rangers / fuel coordinator	Contact details	In order to contact them and receive reports or pass on information	Electronically & hard copy	Public task	For as long as a volunteer – updated annually if happy to stay on list/ as a volunteer	The public via newsletter, parish council website and notice boards	Public information

Adopted on 23 May 2018 / Reviewed annually or when amendments/additions are made to the document.