

Inventory of Personal Data Captured, Stored and Processed by West Bedlington Town Council

Note for Users: Don't just copy it; think about each box and what is factually correct in your council These schedules are indicative of council activity. If your Council carries out activities not listed you will need to add those activities and consider the same headings for each activity.

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 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 the 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														
	Contract	Yes	HR	It's a contract	Yes	Contract	Yes	External Professional Payroll and HR Advisors Councilors as Em	Clerk	On appointment and on review	Duration of Employment plus 6 years	Laptop	Password	
	PAYE	Yes	HR	legislative requirement	Yes	Not Required	Not applicable	External Professional Advisors: HMRC:Payroll company	Clerk	Monthly	Duration of Employment plus 6 years	Laptop	Password	
	Bank details - Not Held By WBTC	No	HR	To pay Staff Salaries	No	NA	NA	Payroll Provider	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop	Password	
	Pension details	No	HR	Legislative purposes	Yes	Contract	Yes	External Professional Advisors: Payroll Company: pension fund Managers: HMRC	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop	Password	
	Time Sheet / Leave Form	No	HR	Employment	Yes	Contract	Yes	Staff Councilors As Employer	Clerk	Every 8 weeks	Duration of Employment plus 6 years	Laptop	Password	
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes	Staff Councilors As Employer	Clerk	As required	duration of employment	Laptop	Password	
	Performance Plans	Yes	HR	Employment	No	Yes	Yes	Staff Councilors As Employer	Clerk	As required	duration of employment	Laptop	Password	
Councillors														
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not Required	Not applicable	This is public knowledge	Clerk	At Election	Term of Office + 4 years	Laptop	Password	
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not Required	Not applicable	This is public knowledge	Clerk	At Election	Term of Office + 4 years	Laptop	Password	
	Email Addresses .gov.uk	No	Democracy	legislative requirement	Yes	Not Required	Not applicable	This is public knowledge	Clerk	At Election	Term of Office + 4 years	Laptop	Password	
	Email Addressess - personal	Yes	Business	Business	No	No	No	Nobody without consent	Clerk	At Election	Until consent Withdrawn	Laptop	Password	
Contractors/Suppliers														
All companies – not individuals	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisors	Clerk	When Appointed	See Document Retention Policy	Laptop /Filing Cabinet	None required	
No contracts with individuals	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on Audit	Responsible Finance Officer	On raising	See Document Retention Policy	Desktop /Filing Cabinet	Password/ Lock & key	Contract with accounts IT
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on Audit	Responsible Finance Officer	On raising	See Document Retention Policy	Desktop/filing Cabinet	Password/ Lock & key	Contract with accounts IT
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on Audit	Responsible Finance Officer	On raising	See Document Retention Policy	Desktop/filing Cabinet	Password/ Lock & key	Contract with accounts IT
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our Bank	Responsible Finance Officer	On raising	See Document Retention Policy	Desktop/filing Cabinet	Password/ Lock & key	Contract with accounts IT
	Insurance	No	Business	Contract	No	Contract	Yes	External Professional Advisors	Responsible Finance Officer	On appointment	See Document Retention Policy	Filing cabinet	Lock and key	
	References	No	Business	Contact	No	Contract	Yes	External Professional Advisors	Responsible Finance Officer	On appointment	See Document Retention Policy	Filing cabinet	Lock and key	
Residents														
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold onl	Clerk	On receipt	After Election	Public Document	NA	
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Principal Councils	Clerk	On receipt	1 year	Filing cabinet	Lock and key	
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional advisors, MP's, Principal Councils	Clerk	On receipt	2 years	Filing cabinet	Lock and key	
	General Correspondence from MOP's	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Principal Councils	Clerk	On receipt	1 year	Laptop /Filing Cabinet	Password/ Lock & key	
Community Organisations														
These are not individuals	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See Document Retention Policy	Desktop/filing cabinet	Password/ Lock & key	
	Grant Application Forms	Perhaps	Democracy	Service to Community	No	Privacy Notice	No contract	External Professional Advisors	Clerk	On receipt	See Document Retention Policy	Filing cabinet	Lock and key	
	Bank Account details	No	Democracy	Payment	No	Contract	Yes	Our Bank	Responsible Finance Officer	On raising	See Document Retention Policy	Desktop/filing cabinet	Password/ Lock & key	Contract with accounts it
Planning														
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Clerk		Not held by WBTC	Online - Planning Portal	None required	
Property														
	Lease of Community Centre	No	Property	Building Owner	No	Public Document	Yes	Public document registered at Land Registry	Clerk		Indefinably	Laptop	Password	
Allotments														
None	Tenancy Agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	Allotments Association and its members	Clerk	Annually	See Document Retention Policy	Filing cabinet	lock and key	
	Tennant Contact Details	No	Property records	Contact	No	Tenancy Agreement	Yes	Allotments Association and its members	Clerk	Annually	See Document Retention Policy	Laptop /Filing Cabinet	Password/ Lock & key	
Community Centres														
	Not WBTC													
	Certificate of Land Registry	No	Property records	Council Function	No	Public Document	Yes	Public document registered at Land Registry	Clerk	Annually	See Document Retention Policy	Safe	lock and key	
	Venue Bookings	No	Business	Payment	No	Privacy Notice	Yes	Nobody without consent	Clerk/Community Centre Coordinator	On appointment	See Document Retention Policy	Filing cabinet	lock and key	
	Reimbursement Bonds	No	Business	Payment	No	Privacy Notice	Yes	Nobody without consent	Responsible Finance Officer	On appointment	See Document Retention Policy	Desktop/filing cabinet	Password/ Lock & key	Contract with accounts it
	Email Contacts	No	Business	Contact	No	Privacy Notice	Yes	Nobody without consent	Clerk/Community Centre Coordinator	On receipt	See Document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Cemetery														
Not WBTC	Record of Burials	No	legal	legislative requirement	Yes	Not applicable	Not applicable	Public document required by law	Clerk	On raising	Indefinitely	Filing cabinet	lock and key	
	Purchased Graves	Sometimes	legal	Contract	No	Contract	Yes	Any reasonable request	Clerk	On receipt	Indefinitely	Filing cabinet	lock and key	
	Contact details of known Undertakers	No	Cemetery Functions	Contract	No	We need a privacy notice	Not applicable	Bereaved families	Clerk	On raising	Until undertaker closes down	Laptop/filing Cabinet	Password/ Lock & key	
General Contacts														
e-mailing lists	Email Addresses	Yes	Communication	Consent	No	Privacy Notice	Not applicable	Nobody without consent	Clerk	On raising	Until consent Withdrawn	Laptop	Password	

Council Profile	Typical Small Town Council
	Councillors 5
	Staff 1 Clerk 8 Part time Staff
	Electors 5000
	Precept 2018/2018 £178,000
	2 Community Centres
	Allotments
	2 Sports Pavilions
	5 Play areas and additional recreational areas
	Scout Hut
	Cemetery