

Great Gaddesden Parish Council

Inventory of Personal Data Captured, Stored and Processed

	1. What Personal Data Do We Hold?		2. Lawful basis for holding Personal Data				3. Consent	4. Sharing Personal Data	5. Our internal processes (see document retention policy for how long we keep different data items)				6. Action Needed
To whom does it relate?	What Data is it?	Including Special Category Data?	What is it for?	Why do we have it?	Are we legally obliged to hold this data?	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?	Who is responsible for keeping it?	How often is it checked?	Where is it held?	Protection?	Action needed
Staff													
	Contract	No	HR	It's a contract	No	Contract	Yes	Nobody else without consent	Clerk	On appointment and on review	Micorsoft: laptop: filing cabinet	Password/Lock and key	
	PAYE	No	HR	Legislative requirement	Yes	Not Required	No contract	External Professional Advisors: HMRC	Clerk	Monthly	Microsoft: laptop: filing cabinet	Password/Lock and key	
	Bank details	No	HR	To pay Staff Salaries	No	Contract	Yes	Our Bank	Clerk	Duration of Employment	Microsoft: laptop: filing cabinet	Password/Lock and key	
	Pension details	No	HR	Legislative purposes	Yes	Not Required	No contract	External Professional Advisors: Nest: HMRC	Clerk	Duration of Employment	Microsoft: laptop: filing cabinet	Password/Lock and key	
Councillors													
	Declarations of Interest	No	Democracy	Legislative requirement	Yes	Not Required	No contract	This is public knowledge	Clerk	At Election	Microsoft: laptop: filing cabinet	Password/Lock and key	
	Personal Contact Details	No	Democracy	Legislative requirement	Yes	Not Required	No contract	This is public knowledge	Clerk	At Election	Microsoft: laptop: filing cabinet	Password/Lock and key	
	Email Addresses	No	Democracy	Legislative requirement	Yes	Not Required	No contract	This is public knowledge	Clerk	At Election	Microsoft: laptop: filing cabinet	Password/Lock and key	
Contractors/Suppliers													
	Contact details	No	Business	Contract	No	Contract	Yes	None without permission	Clerk	When Appointed	Microsoft: laptop: Accountancy software provider: filing cabinet	Password/ Lock & key	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on Audit	Clerk	On raising	Microsoft: laptop: Accountancy software provider: filing cabinet	Password/ Lock & key	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on Audit	Clerk	On raising	Microsoft: laptop: filing cabinet	Password/ Lock & key	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our Bank	Clerk	On raising	Microsoft: our bank: laptop: filing cabinet	Password/ Lock & key	
	Insurance	No	Business	Contract	No	Contract	Yes	None without permission	Clerk	On appointment	Microsoft: laptop: filing cabinet	Password/ Lock & key	
Residents													
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold	Clerk	On receipt	Microsoft: laptop: filing cabinet	Password/ Lock & key	
	Complaints	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Principal Councils	Clerk	On receipt	Microsoft: laptop: filing cabinet	Password/ Lock & key	
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisors	Clerk	On receipt	Microsoft: laptop: filing cabinet	Password/ Lock & key	
	General Correspondence from MoP	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional advisors, MP's, Principal Councils	Clerk	On receipt	Microsoft: laptop: filing cabinet: Councillor email providers, laptops and phones	Password/ Lock & key	Clerk to check securtiy requirements for data on councillor personal devices
Community Organisations													
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody else without consent	Clerk	On receipt	Microsoft: laptop: filing cabinet	Password/ Lock & key	
	Grant Application Forms	Perhaps	Democracy	Service to Community	No	Privacy Notice	No contract	Nobody else without consent	Clerk	On receipt	Microsoft: laptop: filing cabinet	Password/ Lock & key	
	Bank Account details	No	Democracy	Payment	No	Contract	Yes	Our Bank	Clerk	On raising	Microsoft: our bank: laptop: filing cabinet	Password/ Lock & key	
Planning													
	Applications	No	Democracy	We are consulted	Yes	Public Document	No contract	Our objection or support is a public document	Clerk	On receipt	Microsoft:laptop	None required	
Property													
	Conveyance documents	No	Property	Council Function	No	Public Document	Yes	Public document registered at Land Registry	Clerk	Annually	Filing cabinet	lock and key	
	Asset register	No	Property	Council Function	No	Public Document	No contract	This is public knowledge	Clerk	Annually	Microsoft: laptop: filing cabinet	Password/ Lock & key	
Allotments													
	Tenancy Agreements	No	Property	Service to Community	No	Tenancy Agreement	Yes	Allotments Association and its members	Clerk	Annually	Microsoft: laptop: filing cabinet	Password/ Lock & key	

	Tenant Contact Details	No	Property	Contact	No	Tenancy Agreement	Yes	Allotments Association and its members	Clerk	Annually	Microsoft: laptop: filing cabinet	Password/ Lock & key	
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Council Profile	Small Parish Council
	Councillors 7
	Parish Clerk
	Electors 771
	Precept 2026/2027 £16,469
	Allotments x 2