

Worlaby Parish Council - Data Audit

<b>Description</b>	<b>Data Classification</b>	<b>Lawfulness of processing</b>	<b>Access/Users</b>	<b>Shared (list of recipients)</b>	<b>Retention Period</b>
Meeting Minutes	SD	Legal	Signed copy with Clerk, electronic copy on the Parish PC and website	Cllrs/website	Permanent
Meeting Agendas	SD	Legal	Electronic copy on Parish PC and website	Cllrs/website	4 years
Reports/documents circulated with agenda	SD	Legal	Electronic copy or file copy	Cllrs/website	4 years
Councillors acceptance of office	SD	Legal	Held by Clerk	Shared on request	End of appt.
Councillors Register of Interests	SD	Legal	Original held by clerk, copies on NLC website	Shared on request	18mth from end of appt.
Councillor co-option records	SD	Legal	Original held by clerk	Shared on request	4 years
Community Emergency Plan	P	Public Interest	Held by Clerk & Cllrs	Cllrs/NLC	Reviewed yearly
Correspondence and papers	LR/SD	Legal	Held by Clerk & Cllrs	Shared on request	Permanent
Planning papers	P	Legal	Local Authority website	Cllrs	End of admin use.
Register of Electors	P	Public Interest	Held by Clerk	Not shared	End of admin use.
Insurance Policy	SD	Legal	Held by Clerk	Cllrs/NLC	Permanent
Tenders & Quotations	SD	Legal	Held by Clerk	Cllrs	Permanent
Income/Expenditure details	SD	Legal	Held by Clerk	Cllrs/website	Permanent
Invoices, bank statements, expenses and grant forms	P	Legal	Held by Clerk	Shared on request	Permanent
VAT papers	SD	Legal	Held by Clerk	Shared on request	Permanent
Asset Register	P	Legal	Held by Clerk	Cllrs/Insurer	Permanent
Council policies & procedures	P	Legal	Held by Clerk	Cllrs/website	Permanent

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Financial returns to auditors	SD	Legal	Held by Clerk	Cllrs/website/External Auditor	Permanent
Community newsletters	P	Explicit Consent	Held by Clerk	Cllrs/website	Permanent
Community surveys	CS	Explicit Consent	Held by Clerk	Summary shared with Cllrs/website	End of admin use.
Staff personnel files	S	Legal	Held by Clerk	Cllrs	7 years end of employment
Volunteer consent information	S	Explicit Consent	Held by Clerk	Shared on request	End of admin use.

### **Data Classification**

LR - Local Resident

MG - Management of Facilities

S - Staff/volunteers

CM - Contract Management

SD - Statutory Duty

P - Policies/Procedures

CS - Community Services

Adopted June 18