

Leziate Parish Council Information Audit - reviewed March 2023

For the purposes of data protection, details are provided below of information held by the Parish Council.

| Document | Personal detail held | Purpose | How it is held | Legal basis | Length of time to be held | Shared with | Purpose of sharing |
|--|---|--|--|------------------|--|--|--------------------|
| Personnel - Staff | | | | | | | |
| Employment: e.g., contract, pension, CV, appraisal | Contact details, National Insurance number, employment history | For setting up and managing employment of staff | Electronically / hard copy | Legal obligation | Until 6 years after employment has ceased with the Parish Council | Not shared | n/a |
| CVs & applications of job applicants | Contact details and personal details of employment history | Recruitment | Electronically / hard copy | Public task | For 6 months after notifying unsuccessful applicant/s | Not shared | n/a |
| Councillors | | | | | | | |
| Application for co-option | Contact details and reasons for wanting to become a parish councillor | Reference | Electronically | Public task | For 3 months after councillor vacancy filled | Not shared | n/a |
| Declaration of Interests forms | Pecuniary and other interests of parish councillors | Legal requirement | Received by Clerk then sent to King's Lynn & West Norfolk Borough Council (KLWNBC) | Public task | For length of time a councillor is a member of the Parish Council | On KLWNBC website with link from the Parish Council's website | Public information |
| Contact list of councillors' details | Contact details | Reference - for the public to contact councillors | Electronically, hard copy - noticeboards email addresses only | Public task | To be updated/amended as change dictates and kept for up to a year after a councillor leaves the Council | The public via website, and noticeboards | Public information |
| Members of the public | | | | | | | |
| Electoral Register | Names, addresses | Reference | Electronic copy | Public task | Current year only (until new register is issued by the Borough Council) | Not shared: The Borough Council shares this document with the Parish Council Clerk | 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 | Until 6 months after the item raised is completed | Not shared | n/a |
| Grant applications | Contact details, reasons for requesting grant, other relevant details about organisation requesting grant | To consider requests for grants from local non-profit making organisations | Electronically / hard copy | Public task | If awarded a grant, for up to 7 years for auditing purposes. If not awarded a grant, up to one year | Not shared | n/a |

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|--|--|---|----------------------------|-------------|--|------------|-----|
| List of volunteers for litter pick | Contact details | Reference - to contact villagers about forthcoming litter picks | Electronically / hard copy | Public task | List is normally referred to twice a year and revised twice a year to ask volunteers if happy to stay on the list. | Not shared | n/a |
| Contractors | | | | | | | |
| Contractors providing good or services to the Parish Council | Contact details, details of contract between the two parties | Contractual | Electronically / hard copy | Contract | Life of the contract and up to 7 years for auditing purposes | Not shared | n/a |

Next review: March 2025