

Information Audit 2020

Document	Personal details held	Purpose	How it is held	Legal basis	Time to be held	Shared with	Purpose of sharing
Personnel - staff							
Employment- ie contract, CV, appraisal	Contact details, National Insurance number, employment history	Setting up and managing staff	Electronically/hard copy	Employment law/HMRC requirements	Six years after employment ceases	Not shared	N/a
CV's & applications of job applicants	Contact details and employment history	Recruitment	Electronically/hard copy	Public task	Six months after notifying successful applicants	Not shared	N/a
Councillors							
Application for co-option	Contact details and reasons for wanting to become a councillor	Reference	Electronically	Public task	Three months after councillor vacancy filled	Not shared	N/a
Declaration of Interest forms	Pecuniary and other interests of parish councillors	Legal requirement	Received by clerk and sent to Breckland Council	Public task	Length of time councillor is a member of the parish councillor	On Breckland Council's website with link from Parish Council	Public information
Contact list of councillors	Contact phone number and email	Reference	Electronically/hard copy	Council reference	Length of time councillor is a member of the parish councillor	Shared with clerk and councillors	Reference
Members of the public							
Electoral Register	Names, addresses	Reference	Electronic copy	Public task	Current year only/old copy shredded	Not shared	N/a
Enquiries from members of public	Contact details	To request information, pass on information or make a statement	Electronically/hard copy	Public task	For as long as is deemed necessary depending on nature of enquiry	Not shared	N/a
Grant applications	Contact details, reasons for grant application, accounts	To consider requests for grant funding from local non profit making organisations	Electronically/hard copy	Public task	If awarded a grant, up to 7 years for audit purposes. If not awarded a grant, up to one year	Not shared	N/a
Contractors							N/a
Contractors providing goods or services to Council	Contact details, details of contract	Contractual	Electronically/hard copy	Contract	Life of contract and up to 7 years for auditing purposes	Not shared	N/a
Community Cabin							
List of users	Contact details	Reference	Electronically/hard copy	Reference	For as long as users of the Cabin	Not shared	N/a
Village Organisations	Contact details	Reference/booking Hall or use of church	Electronic copy	Reference	For as long as remain point of contact	Not shared	N/a