Barnham Broom Parish	Council					
Information Audit - Deta	ils of information held by t	he Parish Council and for what purpos	e			
Updated 10.3.2020						
Type of document held	Personal detail held	Purpose	Legal basis	Shared with (internal or external)	Purpose of sharing	Length of time data to be held
PERSONNEL (STAFF)						
	Name, address,					
Recruitment (e.g.): CV's,	telephone number, email address, details of					
application form, references	education and employment history	Recruitment	Contract/Legal obligation	Internal - Councillors responsible for recruitment	Recruitment	6 months from notification of outcome of application
Employee (e.g.): CV, application form, contract of employment,	Name, address, telephone number, email address, details of					
appraisal, grievance or	education and	Contractual, managing employment	Contract/Legal	Internal - Councillors	Appointment, annual	7 years from end of
disciplinary	employment history	of staff	obligation	External - Insurer	appraisal, fidelity claim	employment
. ,	National insurance		- J			. ,
Employee Financial	number, tax and				Legal obligation, internal	
records (e.g.): payroll	pension records, bank	Contractual, payment of salary &	Contract/Legal	Internal - Councillors	financial controls, annual	7 years from end of
(PAYE)/pension records	account details	pension contributions	obligation	External - HMRC, pension provider (if applicable)	audit	employment
COUNCILLORS						
	Name, address,					
Application for co	telephone number, email address, personal				Transaction of Council	End of Councillor term or
Application for co- option	statements	Transaction of Council business	Legal obligation	Internal - Councillors	business	resignation
Declaration of Interests	Pecuniary and other	Transaction of council business	Legal obligation	External - Public via District Council website and link from	Dusiness	End of Councillor term or
form	interests	Legal obligation	Legal obligation	Parish Council website	Legal obligation	resignation
Control Park	Name, address,			Internal - Councillors (all details)	T	Fort of Councilling
Contact list of	telephone number,	Transaction of Council business	l a sal a blisastica	External - Public via Parish Council noticeboards and	Transaction of Council	End of Councillor term or
Councillors details	email address	Transaction of Council business	Legal obligation	website (name only, all communication via Clerk)	business	resignation
MEMBERS OF THE PUBL	ıc					
Electoral Register	Names, addresses	Transaction of Council business	Public interest	Internal - CLERK ONLY	Transaction of Council business	Current year only (produced annually District Council)
Correspondance/Enquiri						,
es from member of the	telephone number,			Internal - Councillors only where required, other	Transaction of Council	
public	email address	Transaction of Council business	Public interest	authorities (with permission) for resolution of query	business	For as long as is required

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	Names, address,					
Control details of illinos	telephone number,				To a continue of Garage	
Contact details of village	email address, bank				Transaction of Council	
hall booking	details	Transaction of Council business	Public interest	Internal - CLERK ONLY	business	For as long as is required
	Names, address,					
	telephone number,					l
Contact details for local	email address, land			Internal - Councillors only where required, other	Transaction of Council	For as long as they own the
land owners	owned	Transaction of Council business	Public interest	authorities (with permission) for resolution of query	business	land
SAM2 Co-ordinator					L	
contact details					Transaction of Council	
(volunteer)	Name, email address	Transaction of Council business	Public interest	- Volunteers (with permission)	business	Whilst in role
RENT OF COUNCIL OWN	ED LAND					
	Names, address,	I	T		<u> </u>	T
	telephone number,					
Contact details for those	'				Transaction of Council	7 years from end of rental
renting land, invoices	owned	Transaction of Council business	Public interest	Internal - CLERK ONLY	business	agreement
_		Transaction or country agained	T done interest	Internal Section Street	243233	148. cement
TRUSTEES OF THE FUEL A	ALLOTMENT					
						6 months from notification
Appointment of trustees	Name, address,					of outcome of application
(every 4 years) (e.g.):	telephone number,					for unsuccessful applicants,
application form,	email address, personal					1 year from end of term as
references	statement	Legal obligation	Legal obligation	Internal - Clerk & Councillors responsible for recruitment	Recruitment	trustee
EMERGENCY PLAN						
	Name, address,					
				Internal - CLERK ONLY		
Valuatoor form	telephone number, details of equipment					
Volunteer form,	• •			External - Co-ordinator/deputy Co-ordinator, South	Transaction of Council	Lintil the Function of Diamin
Emergency Plan	held and personal skills,	Towns of Council business		Norfolk Council, Emergency Services if required to action	Transaction of Council	Until the Emergency Plan is
document	personal medical details	Transaction of Council business	Public interest	the plan	business	next updated
CONTRACTORS						
	Name and description				Towarding of Control	Life of contract, 7 years
Contact details	Name, address,				Transaction of Council	from end of contract or
	telephone number,	L			business, internal financial	longer if required for
	email address	Transaction of Council business	Contract	Internal - Councillors	controls	guarantee purposes
	Name, address,				Tuesday of Course!	
Quotes	telephone number,				Transaction of Council	Life of contract =
	email address, bank				business, internal financial	Life of contract, 7 years
	details	Transaction of Council business	Contract	Internal - Councillors	controls	from end of contract
Invoices	Name, address,				Transaction of Council	
	telephone number,				business, internal financial	Life of contract, 7 years
	email address	Transaction of Council business	Contract	Internal - Councillors	controls	from end of contract