



# NORTH WALSHAM TOWN COUNCIL

## Information Audit

Adopted by the Council at its meeting held on 23.9.19

Personal Data held, for what purpose and who it's shared with. Our General Privacy Statement is available at -

<https://www.northwalsham-tc.gov.uk/policies-forms>

Documents	personnel detail held	Purpose	legal basis	keep for length of time	shared with	purpose of sharing
<b>Personnel</b>						
Salary/tax codes/Pension	salary, pension contributions	Employment	Legal obligation	6 years + current	HMRC, Nfk Pension	payroll monthly payments
Contract/timesheets/references/job description/ appraisals	Managing Employment	Employment	Legal obligation	6 months after termination	Personnel Committee	Annual appraisal
CV, Job application	Contact details, Employment history	Recruitment	Legal obligation	6 months if unsuccessful	No shared	N/A
<b>Councillors</b>						
Application for co-option	Contact details, reasons to be on council	Reference	Public Task	3 months after vacancy	Not shared	N/A
Declaration of Interest	Pecuniary & other interests	Legal requirement	Public Task	while a councillor	website	Public info
List of Councillors	contact details	Public to contact councillors	Public Task	while a councillor	website, noticeboard	Public info
<b>Members of Public</b>						
Electoral Register	Name & address	Reference	Public task	current only	Not shared	N/A
Enquires/complaints from Members of public	Contact details	Request or pass on information	Public task	3mths or as long as needed	Not shared	N/A
Event Management	Contact details, Event information	To consider event request	Public task	If agree 7yrs if not agreed 1yr	Not shared	N/A
Grant applications	Contact details, reason for grant request	To consider grant request	Public task	If awarded 7yrs, if not 1yr	Not shared	N/A
Leases/licences	Property	Reference	Public task	Indefinitely	Not shared	N/A
Allotment waiting list	Contact details	Contact when available	Public task	Plot available or asks to be removed	Not shared	N/A

Allotment tenants	Contact details & signature	Tenancy agreements	Contract	6 years + current	Not shared	N/A
Market Traders	Contact details, trading details	Stall agreements	Contract	6 months after termination	Not shared	N/A
<b>Contractors</b>						
Contractor providing goods or services to the Council	Contact details, details of contract	Contractual	Contract	life of contract or 6 yrs + current	Not shared	N/A
<b>Burial Records</b>						
Exclusive Rights, Cemetery Records, Memorials	contact details of family members	Need to keep contact in event of any issues	Contract	Indefinitely	Not shared	N/A