

Blakeney Parish Council Data Audit

BLAKENEY PARISH COUNCIL DATA AUDIT			July 2026											
What personal data do we hold			Lawful basis for holding personal data				Consent	Sharing personal data		Our internal processes				Action needed
To whom does it relate?	What Data is it?	Sensitive Data?	What is it for?	Why do we have it?	Are we legally obliged to hold this data?	Have we a contract or privacy notice?	Contract demonstrates all necessary consents?	Shared with?	Keeper	Frequency Checked	Retention Period	Where is it held?	Protection?	Action needed
Staff	Contract	Yes	H.R.	Record of contractual agreement	Yes	Contract	Yes	External professional advisors where required	Clerk	On appointment and review	Duration of employment plus 6 years	Computer & filing cabinet	Password/Key	None
	PAYE	Yes	H.R.	Legislative requirement	Yes	N/A	N/A	HMRC & Payroll provider (NfkALC)	Clerk	Monthly	Duration of employment plus 6 years	Computer & filing cabinet	Password/Key	None
	Bank details	No	H.R.	To pay staff salaries	No	Contract	Yes	Bank	Clerk	Duration of employment	Duration of employment plus 6 years	Computer & filing cabinet	Password/Key	None
	Pension details	Yes	H.R.	Legislative purposes	Yes	Contract	N/A	Nfk Pension Scheme HMRC	Clerk	Duration of employment	Duration of employment plus 6 years	Computer & filing cabinet	Password/Key	None
	Timesheets/leave form	Yes	H.R.	Internal records	No	Contract	N/A	Our software system	Clerk	Duration of employment	Duration of employment plus 6 years	Computer & filing cabinet	Password/Key	None
	Self-certification, Fit Notes & other medical records	Yes	H.R.	Employment purposes	No	Contract	Yes	N/A	Clerk	Yearly	Duration of employment only	Filing cabinet	Password/Key	None
	Appraisals	Yes	H.R.	Employment	No	Contact	Yes	N/A	Clerk	As needed	N/A	Computer & filing cabinet	Password/Key	None
	References	Yes	H.R.	Employment	No	Contract	Yes	N/A	Clerk	On appointment	Duration of employment plus 6 years	Filing cabinet	Key	None
Councillors	Declarations of Interest	Yes	Democracy	Legislative requirement	Yes	N/A	N/A	This is public knowledge	Clerk	At election – Request Cllrs review annually	Term of Office	NNDC website & BPC website & filing cabinet	Password	None
	Personal contact details (excluding address)	Yes	Democracy	Legislative requirement	Yes	N/A	N/A	This is public knowledge	Clerk	At election	Term of Office	Computer & filing cabinet Noticeboards	Password	None
	Council email addresses	No	Democracy	Legislative requirement	Yes	N/A	N/A	Transparency	Clerk	At election	Term of Office	Computer & filing cabinet Noticeboards	Password	None

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Contractors & Suppliers	Contact details	No	Business	Contract	No	Contract	Yes	External Professional Advisors	Clerk	When appointed	See document retention policy	Computer & filing cabinet	Password/Key	None
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Finance Officer	On raising	See document retention policy	Computer & filing cabinet	Password/Key	None
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Finance Officer	On raising	See document retention policy	Computer & filing cabinet	Password/Key	None
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank	Finance Officer	On raising	See document retention policy	Computer & filing cabinet	Password/Key	None
	Insurance	No	Business	Contract	No	Contract	Yes	External Professional Advisors	Finance Officer	On appointment	See document retention policy	Computer & filing cabinet	Password/Key	None
	References	No	Business	Contract	No	Contract	Yes	External Professional Advisors	Finance Officer	On appointment	See document retention policy	Computer & filing cabinet	Password/Key	None
Residents	Electoral Register	No	Democracy	Democracy	No	NA	N/A	Public document required by law, which we choose to hold	Clerk	On receipt	N/A held by Principal authority	Computer & filing cabinet	Password	None
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	N/A	External Professional Advisors, MP's, Principal Councils	Clerk	On receipt	1 year at most	Computer & filing cabinet	Password	None
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	N/A	External Professional Advisors	Clerk	On receipt	2 years	Computer & filing cabinet	Password	None
	General Correspondence from M.O.P.s	Sometimes	Democracy	Democracy	No	Privacy Notice	N/A	External Professional Advisors, MP's, Principal Councils	Clerk	On receipt	N/A	Computer & filing cabinet	Password	None
Dinghy Park	Owners contact details	Yes	Management	Manage Park	No	Privacy Notice	Yes	Nobody without consent	Clerk	Annually	Til owner advises otherwise	Computer	Password	None

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	If members of related local organisations	Yes	Management	Manage Park	No	Privacy Notice	Yes	Nobody without consent	Clerk	On receipt	Til owner advises otherwise	Computer	Password	None
Trading Sites	Contact Details	Yes	Management	Contact	No	Contract	Yes	External Professional Advisors	Clerk	On receipt	See document retention policy	Computer & filing cabinet	Password/Key	None
	Contracts	Yes	Record of contractual agreement	Legal requirement	Yes	Contract	Yes	External Professional Advisors	Clerk	On receipt	See document retention policy	Computer & filing cabinet	Password/Key	None
	Insurance	No	Business	Contract	No	Contract	Yes	External Professional Advisors	Clerk	Annually	See document retention policy	Computer	Password	None
Community Organisations	Contact details	Yes	Democracy	Contract	No	Privacy Notice	Yes	Nobody without consent	Clerk	On receipt	See document retention policy	Filing cabinet	Key	None
	Grant application forms	No	Democracy	Service to community	No	Privacy Notice	Yes	Nobody without consent	Clerk & Cllrs	On receipt	See document retention policy	Filing cabinet	Key	None
	Bank account details	No	Democracy	Payment	No	Contract	Yes	Our bank	Finance Officer	On raising	See document retention policy	Filing cabinet	Key	None
Planning	Objections	No	Democracy	Consultation	No	Public document	N/A	Public document	Clerk	On receipt	N/A	Computer	N/A	None
Property	Leases/Licences	No	Property	Council function	Yes	Public document	Yes	Public document	Clerk	When appointed	See document retention policy	Computer	Password	None
General Contacts	Email addresses	Yes	Democracy	Contact	No	Privacy Notice	N/A	Any reasonable request	All staff	Periodically	1 year	Computer & Rolodex	Password	None
Committees	Personal contact details	Yes	Democracy	Contact	Yes	Privacy Notice	N/A	Nobody without consent	Clerk	When appointed	So long as in post	Computer	Password	None
Party on Pastures Event	Trader contact details	Yes	Organising event	Contact	Yes	Contract	Yes	Nobody without consent	Clerk	On receipt	See document retention policy	Computer & Files	Password	None
	Trader agreements	No	Record of contractual agreement	Council function	Yes	Contract	Yes	Nobody without consent	Clerk	On receipt	See document retention policy	Computer & Files	Password	None

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	Bank details	No	Payment	Payment	No	Contract	Yes	Our bank	Our bank	On raising	See document retention policy	Computer & Files	Password	None
Bonfire & Fireworks Event	Trader contact details	Yes	Organising event	Contract	Yes	Contract	Yes	Nobody without consent	Clerk	On receipt	See document retention policy	Computer & Files	Password	None
	Trader agreements	No	Record of contractual agreement	Council function	Yes	Contract	Yes	Nobody without consent	Clerk	On receipt	See document retention policy	Computer & Files	Password	None
	Bank details	No	Payment	Payment	No	Contract	Yes	Our bank	Clerk	On raising	See document retention policy	Computer & Files	Password	None
Trustees	Personal contact details	If under 18	Operating charity	Charitable	Yes	N/A	N/A	Charity commission	Clerk	When appointed	So long as in post	Computer	Password	None
Archives Existing	Local/historical information	No	Information	Information	No	N/A	N/A	Publicly available	Archives	Ongoing	Indefinite	Computer & Paper Files	Password	None
Archives New	Local/historical information	No	Information	Information	No	Privacy Notice	Yes	Publicly available	Archives	Ongoing	Indefinite	Computer & Paper Files	Password	None
Hirers	Contact details	Yes	Hire	Hire agreement	Yes	Privacy Notice	Yes	Nobody without consent	Clerk	On receipt	Up to 1 year	Computer & Filing Cabinet	Password	None
	Booking Form	Yes	Hire	Hire agreement	No	Privacy Notice	Yes	Nobody without consent	Clerk	On receipt	Til after event	Computer & Paper File	Password	None
	Booking Diary	Yes	Hire	To list bookings	No	Privacy Notice	Yes	Nobody without consent	Clerk	Monthly	1 year	Computer	Password	None
	Invoicing	Yes	Hire	Payment	No	Privacy Notice	Yes	Nobody without consent	Clerk	Monthly	See document retention policy	Computer & Paper File	Password	None
Volunteers	Contact details	Yes	Community	Insurance	Yes	Privacy Notice	N/A	Nobody without consent	Clerk	Annually	Event duration plus 1 year	Computer	Password	None
Key Register	Contact details	Yes	Community	Accountability	Yes	N/A	N/A	Nobody without consent	Clerk	Periodically	Ongoing	Computer	Password	None