

Information Audit February 2024 - Next review February 2025.

Description	Personal detail held	Purpose	How it is held	Legal basis	Time to be held	Shared with	Purpose of
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	Seven years after employment ceases	Councillors	Annual appraisal
Payroll records	Ni number, tax records	Salary payment	Electronically/hard copy	Employment law/HMRC requirements	Seven years after employment ceases	Councillors	Legal obligations, financial internal control
CV's & applications of job applicants	Contact details and employment history	Recruitment	Electronically/hard copy	Contract/legal obligation	Six months after notifying successful applicant/s	Councillors	Recruitment
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	Councillors	Recruitment
Declaration of Interest forms	Pecuniary and other interests of parish councillors	Legal obligation	Electronically by Breckland Council/hard copy in Council files	Legal obligation	At end of term of office	On Breckland Council's website with link from Parish Council	Public information
Contact list of councillors	Contact phone number and email	Reference - for the public to contact councillors	Electronically/hard copy	Public task	At end of term of office	Councillors and Clerk	Transaction of Council business
Members of the Public							
Electoral Register	Names, addresses	Reference	Electronic copy	Public task	Current year/old copy shredded/deleted	Not shared	Not shared
Enquiries from members of public	Email/ address	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	Councillors where applicable	Transaction of Council business
Contact list of parish organisations	Contact details	To request information, pass on information or make a statement	Electronically/hard copy	Public task	For as long as is deemed necessary	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	Councillors - personal information is not displayed publicly	Transaction of Council business
Contractors							
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 unless councillors need	Not shared
Documents							
Minutes	Record of Council and committee meetings	Public record/legal obligation	Electronically/hard copy	Public task	Indefinitely	Public record	Public information
Quotes	Contractors and suppliers	Legal obligation (audit)	Council office - available to Internal Auditor	Public task	Life of contract and up to 7 years for auditing purposes	Financial records - audit	Transaction of Council business
Invoices	Contractors and suppliers	Legal obligation (audit)	Council office - available to Internal Auditor	Public task	Life of contract and up to 7 years for auditing purposes	Financial records - audit	Transaction of Council business
Planning applications	Applicants' details on forms	Discussion at Council meetings (sent to councillors)	Electronic copy	Public task	Three years	Public record	Public information
Insurance documents	Policy details	Council business	Electronically/hard copy	Public task	Duration of agreement	Council business	Transaction of Council business
Privacy Notice	Contact details	Council business	Electronically/hard copy	Public task	Indefinitely	Public record	Transaction of Council business