

## HEVINGHAM PARISH COUNCIL - DATA INFORMATION AUDIT

REVIEWED 17<sup>TH</sup> JUNE 2025 – NEXT REVIEW JUNE 2026

Document	Personal Detail held	Purpose	How it is held	Legal basis	Length of time to be held	Shared with	Purpose of sharing
<b>Staff</b>							
Employment: Contract, CV	Contact details, National Insurance number, employment history and bank details	Contractual: for setting up and managing staff	Electronically / Hard copy	Legal obligation and to pay salary	Until 6 years after employment has ceased with the Parish Council	Not shared	Not applicable
CV's and applications of job applicants	Contact details and personal details of employment history	Recruitment	Electronically / Hard copy	Public task	For 6 months after notifying unsuccessful applicants	Not shared	Not applicable
<b>Councillors</b>							
Contact list of Councillors details	Personal Contact Details	Reference	Electronically / Hard copy Published on website and village notice boards – names and tel only where permission granted	Public task	To be updated / amended as change dictates and kept for up to a year after a Councillor leaves the Parish Council	Members of the public via website and notice boards.	Public information
Declarations of Interest forms	Pecuniary and other interests of Parish Councillors	Legal requirement	Received by Clerk and passed to Broadland District Council	Public task	For length of time a Councillor is a member of the Parish Council	On South Norfolk and Broadland District Councils website with link from the Parish Councils website	Public information
Applications for co-option	Personal contact details and reasons for wanting to become a Parish Councillor	Reference	Electronically / Hard copy	Public task	For 3 months after Councillor vacancy filled	Not shared	Not applicable
<b>Members of the public and community</b>	<b>organisations</b>						
Electoral Register	Names and addresses	Reference	Electronically	Public task	Current year and monthly updates only until new register issued by the District Council	Not shared: the District Council shares this with the Parish Council	Not applicable
Enforcement List	Addresses and reason for being on list with up to date position on case	Reference	Electronically	Public task	Up to 6 months	Not shared	Not applicable
Enquiries from members of the public	Contact details	To request information, pass on information or make a statement	Electronically / Hard copy	Public task	For as long as is necessary	Not shared	Not applicable
Contact list of people who the Parish Council deals with	Contact details	In order to contact them on matters relating to them	Electronically / Hard copy	Public task	For as long as that person is the contact	Not shared	Not applicable
Grant applications	Contact details, reasons for seeking a grant and other relevant details about the group requesting a grant	To consider requests for grants from local non-profit making organisations	Electronically / Hard copy	Public task	For up to 7 years if grant awarded for audit purposes. For up to 1 year if grant not awarded.	Not shared	Not applicable
<b>Allotments</b>							
Allotment waiting list	Contact details	In order to contact when an allotment becomes available	Electronically / Hard copy	Public task	Until plot allocated or individual asks to be removed	Not shared	Not applicable
Details of allotment tenants	Contact details and signature on tenancy	Contractual	Electronically / Hard copy	Contract	For up to 7 years after plot vacated for audit purposes	Not shared	Not applicable
<b>Contractors</b>							
Contractors providing goods or services to the Parish Council	Contact details and details of the contract between the two parties	Contractual	Electronically / Hard copy	Contract	Life of the contract and up to 7 years for audit purposes	Not shared	Not applicable
<b>Village mag</b>	(ceased Spring 2023 but information still held for audit)						
Details of advertisers and people submitting articles	Contact details and advert / article	Contractual / Reference	Electronically / Hard copy (Mag on Parish Councils website)	Contract	For up to 7 years for audit purposes and for as long as that person is the contact	Adverts and articles published in magazine	Public information