

EWHURST PARISH COUNCIL

DATA AUDIT (8.9.26)

DOCUMENT/ RECORD & RELEVANT DATA	PURPOSE	HOW HELD	RETENTION PERIOD	REASON HELD	DATA SHARED?	SHARING PURPOSE
Council business						
Minutes (approved)	Decisions record	Electronic, hard copy	Indefinitely	Legal, Archive	Yes. Public (web site)	Public information
Minutes (draft)	Support agenda	Electronic, hard copy	Destroy when Minutes approved	Management	Yes, Public (web site)	Public information
Agendas and associated documents	Support Council/Committee meetings	Electronic, hard copy	End of administrative use	Management	Yes. Public (web site & noticeboards)	Public information
Acceptance of office declarations (signature)	Evidence of agreement to serve	Electronic	2 years from end of term of office	Management	No	N/A
Register of electors (full) – names and addresses)	Voting entitlement at APA	Electronic, hard copy	Until new one issued	Management, Legal	No	N/A
Register of electors (monthly amends) – names and addresses	Voting entitlement at APA	Electronic, hard copy	Until new full register issued	Management, Legal	No	N/A
Risk assessments – no personal data	Mitigate risk and claims	Electronic	Until new ones issued	Management; Audit	Yes, Public (web site)	Public information

Finance						
Annual accounts	Financial record	Electronic	Indefinitely	Archive	Yes, Public (web site)	Public information
DOCUMENT/ RECORD & RELEVANT DATA	PURPOSE	HOW HELD	RETENTION PERIOD	REASON HELD	DATA SHARED?	SHARING PURPOSE
AGAR	Regulatory requirement	Electronic	Indefinitely	Archive, Legal	Yes, Public (web site)	Public information
Receipts, invoices, bank statements, cheque stubs, petty cash records etc – may contain personal contact details	Regulatory requirement	Electronic, hard copy	6 years from end of financial year to which they relate	Audit	Authorised signatories (payments)	Payment authorisation
Scales of fees/charges – no data held	Management of specific assets	N/A – no data held	6 years from end of financial year to which they relate	Audit	N/A - no data held	N/A
VAT records – may contain personal contact details	Regulatory requirement	Electronic	6 years from end of financial year to which they relate	VAT	No	N/A
Land and property						
Asset Register – no personal data	Land & property record; inform insurance cover	Electronic	Indefinitely (updated annually)	Management; Audit	No	N/A
Byelaws and Orders – no personal data	Regulate use of EPC land	N/A – no data held	Indefinitely	Archive	No	N/A
Maps, plan and surveys of EPC property – no personal data held	Support management of assets		Indefinitely	Archive	No	N/A

Title deeds – no personal data	Evidence of ownership	Hard copy	Indefinitely	Archive	No	N/A
Legal documents other than title deeds (eg wayleaves) – no personal data	Evidence of statutory rights	Hard copy	Indefinitely	Archive	No	N/A
Contracts under seal – contact details	Evidence of legally enforceable agreement	Electronic/Hard copy	12 years after the contract term ends	Limitation Act 1980 (as amended)	No	N/A
Tenders and quotes for contracts under hand – contact details	Evidence of legally enforceable agreement	Electronic/Hard copy	12 years after the contract term ends	Limitation Act 1980 (as amended)	No	N/A
Tenders and quotes (unsuccessful) – contact details	Evidence of seeking best value/regulatory requirement	Electronic/Hard copy	One year after successful contract awarded	Audit	No	N/A
Human resources						
Recruitment records – contact details	Recruitment	Electronic	One year after appointment	Management	Members	Whilst involved with recruitment
Right to work records – personal details	Statutory requirement	Electronic	Duration of employment – plus 2 years	Management	No	N/A
Individual personnel records – contact details and personal data	Management	Electronic	6 years after employment ending	HMRC	Members	If required for decision making
Employee leave and sickness absence – personal data	Management	Electronic	3 years from the end of the tax year they relate to	Statutory Sick Pay (General) Regs 1982	Members	If required for decision making
Employer's liability insurance certificates – no personal data	Statutory requirement	Electronic	40 years from the date on which the policy	The Employer's Liability (Compulsory	No	N/A

			commences or is renewed	Insurance) Regs 1998		
Pension scheme records – personal data	Management	Electronic	6 years from the end of the tax year they relate to	Registered Pension Schemes (Provision of Information) Regs 2006	Pension scheme provider	Pension administration
Income tax/PAYE records/ statutory payments – personal data	Regulatory requirement	Electronic	3 years from the end of the tax year they relate to	Income Tax (Employments) Regs 1993	HMRC Authorised signatories (payments)	Tax administration Payments authorisation
Time sheets – no personal data	Management	Electronic	3 years from the end of the tax year they relate to	Working Time Regs 1998	No	N/A
Wages and salary records (incl Members' allowances) – personal data	Regulatory requirement	Electronic	6 years from the end of the tax year they relate to	HMRC; National Minimum Wage Act 1998	HMRC Authorised signatories (payments)	Tax administration Payments authorisation
Accident records – personal data	Best practice (under 10 employees)	Electronic	3 years from the date of the accident, or involving a younger person, until age 21	The Social Security (Claims and Payments) Regs 1979; RIDDOR 2013	HSE (if requested)	Enforcement
Pavilions and community buildings						
Applications to hire, lettings diaries etc – contact information	Management	Electronic	6 years	VAT	No	N/A

Miscellaneous						
Correspondence – contact information, personal data	Management	Electronic	12 months – or end of administrative use	Management	Members (if necessary – and redacted)	Decision making
Annual newsletter (single copy) – contact information (official and consented)	Management	Hard copy	Indefinitely	Archive	Parish households	Public information
Photographs – personal images	Management	Electronic	Indefinitely	Archive	Public (Annual Newsletter, web site)	Public information
Historically significant records held on behalf of bodies that no longer exist – possibly personal data of people still alive	Parish history	Hard copy	Indefinitely	Archive	On request (redacted)	Public information