



**North Leigh Parish Council**  
**Data Audit: 2025 2026**

	Personnel Files	Employees	Names, addresses, NI number, bank details, date of birth, employment history, health records, salary, nationality	Legal requirement	Staffing Committee, payroll accountant, HMRC/files	Hard drive	Laptop password protected/office locked.	7 years	Legal obligation
	Employment applications	Potential employess	Names, addresses, employment history, nationality	Recruitment process	Staffing Committee	Hard drive/office	Laptop password protected/office locked	Successful applicaton kept until employee leaves. Unsuccessful applicatons destroyed upon hire.	Consent
	Appraisals	Employee	Name	Contract	Staffing Committee	Hard drive/office	Laptop password protected/office locked	6 years	Contract
	Employment contracts	Employees	Name, addresses,	Contract	Staffing Committee	Hard drive/office	Laptop password protected/office locked	3 years following end of employment	Contract
	<b>Data Type</b>	<b>Categories of Individuals</b>	<b>Categories of Personal/Sensitive Data</b>	<b>Purpose of Processing</b>	<b>Where does the data go?</b>	<b>Where stored/Categories of Processors</b>	<b>Security measures</b>	<b>How long retained?</b>	<b>Lawful basis</b>
<b>Other</b>									
	Burial information	Public	Names, email, addresses, plot number, bank details	Management	Clerk	Hard drive/office	Laptop passowrd protected/office locked		Legal obligation/consent
	Contributors to newsletter	Potential employess	Names, email addresses, bank details	Public interest	Clerk	Hard drive/office	Laptop passowrd protected/office locked	Indefinite	Consent
	Community Emergency Plan	Clerk, Councillor, Contractor, residents	Name, adress, phone number	In case of emergency	Clerk	Hard drive/office	Laptop passowrd protected/office locked	Until opted out	Public intereste
	Mailing list	Residents/members of the public	Names, email addresses	Publicity	Clerk/Mailing list system	Hard drive	Laptop passowrd protected	Term of plan	Consent
	Accident record	Clerk, Councillor, resident, contractor	Name, address, phone number	Health and Safety	Clerk/insurer	Hard drive/file	Laptop passowrd protected/office locked	As long as opted in	Legal obligation
	Banking	Clerk, Councillor, Contractor	Name, address, phone number	Management	Clerk	Hard drive	Laptop password protected	20 years	Legal obligation
	Photographs	Clerk, Councillor, resident, contractor	Name	Publicity	Clerk	Website/newsletter/archive	Laptop password protected	Until removed from bank	Consent
	Grant requests					Hard drive/file	Laptop passowrd protected/office locked	As long as necessary	Consent
								Grant applicaiotn successful - 5 years	