EAST WINCH
WEST BILNEY
PARISH COUNCIL

Information Audit

For the purposes of data protection, details are provided below of information held by the Parish Council

Document	Personal details held	Purpose	How it is held	Legal basis	Length of time to be held	Shared with	Purpose of sharing
Staff							
Employment: e.g. contract, pension, CV, appraisal	Contact details, National Insurance number, employment history	For setting up and managing employment of staff	Electronically / hard copy	Legal obligation	Until 6 years after employment has ceased with the Parish Council	Not shared: PC only	n/a
CVs 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: PC only	n/a
Councillors							
Application for co-option	Contact details and reasons for wanting to become a parish councillor	Reference	Electronically	Public task	For 3 months after councillor vacancy filled	Not shared: PC only	n/a
Declaration of interest forms	Pecuniary and other interests of parish councillors	Legal requirement	Received by Clerk and then sent to BCKLWN	Public task	For length of time a councillor is a member of the parish council	On BCKLWN website with link from the parish council's website	Public Information
Contact list of Councillors details	Contact details	Reference – for the public to contact councillors	Electronically, hard copy, parish council newsletter and website (phone numbers only)	Public task	To be updated/amended as change dictates and kept for up to a year after a councillor leaves the council	The public via website and Newsletter	Public Information
Members of the public							
Electoral register	Names, addresses	Reference	Electronically / hard copy	Public task	Current year only (until new register is issued by BCKLWN)	Not shared: the Borough Council shares this with the parish council	n/a
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	Shared with Parish Councillors. Redact contact details if shared with highways, Borough or County Councils for assistance.	n/a
Contact list of local farmers and landowners	Contact details	In order to contact them regarding a matter relating to their land	Electronically / hard copy	Public task	For as long as farmer/landowner is contact for the land in East Rudham	Not shared: PC only	n/a
List of volunteers	Contact details	Reference – to contact villagers about forthcoming projects	Electronically / hard copy	Public task	To be updated/amended as change dictates	Not shared: PC only	n/a
Contractors							
Contractors providing goods or services to the parish council	Contact details, details of contract between the two parties	Contractual	Electronically / hard copy	Contract	Life of the contract and up to 7 years for auditing purposes	Not shared: PC only	n/a
Burial Records							
Exclusive rights of burial	Contact details of family member/s	Need to keep in contact with family in event of any issues	Hard copy	Contract	Indefinitely	Not shared: PC only	n/a

Date of adoption: September 2026 - Reviewed: