

Inventory of Data Captured, Stored and Processed by LYDNEY TOWN COUNCIL (& ITS TRUSTS) Inventory assembled March/April and last updated on May 2019

(Note: This includes information held whilst acting in its capacity as Custodial Trustee for Bathurst Park & Recreation Ground / Lydney Recreation Grounds Trust)

| 1. What Personal Data Do We Hold? | | 2. Lawful basis for holding personal data | | | | 3. Consent | | 4. Sharing Personal Data | | 5. Our internal processes | | 6. How long do we keep it? | | 7. Where is it held? | | 8. Protection? | |
|--|---|---|--------------------|----------------------------------|---|--|--|---|------------------------------------|---|---|--------------------------------|--|----------------------|--|----------------|--|
| To whom does it relate? | What Data is it? | Including Sensitive Data? | What is it for? | Why do we have it? | Are we legally obliged to hold this data? NOTE: If we are legally obliged to hold it, no consent is needed. | Have we got a contract or privacy notice relating to the data subject? | If we have a contract with the data subject, does it demonstrate all necessary consents? | With whom do we share this data? LIST THEM ALL | Who is responsible for keeping it? | How often is it checked? | How long do we keep it? | Where is it held? | Protection? | | | | |
| LTC & BHP Staff | Employment contracts | Yes | HR | It is a contract | No | Contract | Yes | External Professional Advisers | Clerk | On appointment/any staff related issue/Staff Appraisals | duration of employment plus 6 years | Server/Filing Cabinet | Lock and key Password / Confidential Drive | | | | |
| | Leave/sickness record | No | HR | Employment Purposes | No | Yes | Yes | External Professional Advisers; HMRC; | Clerk & Payroll Assistant | Monthly | last financial year | Locked Cupboard | Lock and key | | | | |
| | Discipline/Grievance record | Yes | HR | Employment | No | Yes | Yes | External Professional Advisers; HMRC; | Clerk | As required | duration of employment | Server/Filing Cabinet | Lock and key Password / Confidential Drive | | | | |
| | Next of Kin details | Yes | HR | Employment | No | Yes | Yes | External Professional Advisers; HMRC; | Clerk | As required | duration of employment | Employees File | lock and key | | | | |
| | Accident/Injury record | No | HR | H&S | Yes | Contract | Yes | External Professional Advisers | Clerk/Payroll Assistant | As required | doc retention policy | Open shelf | | | | | |
| | Pension details | Yes | HR | Legislative requirement | No | Not required | Not applicable | External Professional Advisers; HMRC; LGPS | Clerk/Payroll Assistant | As required | duration of employment | Filing cabinet | lock and key | | | | |
| | PAYE | No | HR | Legislative requirement | Yes | Not required | Not applicable | External Professional Advisers; HMRC; LGPS | Clerk/Payroll Assistant | monthly | duration of employment | Filing cabinet | lock and key | | | | |
| | Contact details | Yes | HR | Employment | No | Yes | Yes | External Professional Advisers; HMRC; LGPS | Clerk/Payroll Assistant | As required | duration of employment | Server | password | | | | |
| | Bank details | No | HR | To pay staff salaries | No | Yes | Yes | | Clerk/Payroll Assistant | Monthly | duration of employment (and up to 40 years re. ill-health claims) | Payroll software | Lock and key password | | | | |
| | Job applications (unsuccessful applicants) | Yes | HR | Employment | No | Yes | Yes | | Clerk | On application | until appointment made | Filing cabinet | lock and key | | | | |
| | Job applications/references (successful applicants) | Yes | HR | Employment | No | Yes | Yes | | Clerk | On appointment/any staff related issue | duration of employment | Filing cabinet | lock and key | | | | |
| | Staff Appraisals | Yes | HR | Employment | No | Yes | Yes | | Clerk | As required | duration of employment | Filing cabinet | lock and key | | | | |
| | Performance Plans | Yes | HR | Employment | No | Yes | Yes | | Clerk | As required | duration of employment | Filing cabinet | lock and key | | | | |
| | Training records | Yes | HR | Employment | No | Yes | Yes | | Clerk | As required | duration of employment | Filing cabinet | lock and key | | | | |
| Councillors/Trustees | Declarations of Interest | Yes | Democracy | legislative requirement | Yes | Not required | Yes | This is Public Knowledge | All Staff | At election | term of office | website/Filing Cabinet | no | | | | |
| | Personal contact details | No | Democracy | legislative requirement | Yes | Not required | Yes | This is Public Knowledge | All staff | At election | term of office | Notice Boards, Website, Server | password | | | | |
| | Email Addresses | No | Democracy | legislative requirement | Yes | Not required | Yes | This is Public Knowledge | All staff | At election | term of office | Notice boards | no | | | | |
| Contractors/Suppliers (LTC & Trusts) | Contact details | No | Business | Contact | No | Contract | Yes | External Professional Advisers | Finance Officer | When appointed | 2 years from last contract | Accounts software | password | | | | |
| | Invoices | No | Business | Payment | No | Contract | Yes | Public inspection on audit | Finance officer | On payment | doc retention policy | Accounts software | password | | | | |
| | purchase orders | No | business | Purchasing | No | Contract | Yes | Public inspection on audit | All staff | On raising | doc retention policy | Files | no | | | | |
| | Quotations | No | Business | Purchasing | No | Contract | Yes | Public inspection on audit | All staff | On raising | doc retention policy | Files | no | | | | |
| | Bank Account details | No | Business | Payment | No | Contract | Yes | Our Bank | Finance Officer | On payment | doc retention policy | Server | password | | | | |
| | Insurance | No | Business | Contact | No | Contract | Yes | External professional advisers | Clerk | On appointment | doc retention policy | Filing cabinet | lock and key | | | | |
| | References | No | Business | Contact | No | Contract | Yes | External professional advisers | Clerk | On appointment | doc retention policy | Filing cabinet | lock and key | | | | |
| Residents | Complaints | Sometimes | Democracy | Democracy | No | Privacy Notice | No contract | External professional advisers | All staff | On receipt | 1 year | Filing cabinet | lock and key | | | | |
| | Freedom of Information requests | No | Democracy | Democracy | Yes | Privacy Notice | No contract | External Professional Advisers | Clerk | On receipt | doc retention policy | Server | password | | | | |
| | Electoral Register | No | Democracy | Democracy | No | Not applicable | No contract | Public Document required by law, which we choose to hold. | All staff | On receipt | 1 year | Clerk's Office | lock and key | | | | |
| Community Organisations | Email Addresses | No | Democracy | Contact | No | Privacy Notice | No Contract | Nobody without consent | All staff | Annually | 2 years | Server | password | | | | |
| | Grant Application Forms | Perhaps | Democracy | Service to Community | No | Privacy Notice | No Contract | External Professional Advisers | All staff | Annually | 2 years | Server | password | | | | |
| | Nominations of external committee members | No | Democracy | Contact | No | Privacy Notice | No Contract | Names become Public Knowledge, other data is confidential | All Staff | On appointment | See document Retention Policy | Server | password | | | | |
| Allotments | Waiting list | No | Business | Allocation | No | Privacy Notice | No Contract | Nobody without consent | Exec. Officer | Monthly | Until plot available | Filing cabinet | lock and key | | | | |
| | Tenant Contact Details | No | Property records | Contact | No | Tenancy Agreement | Yes | Allotments Association and its members | Exec. Officer | Monthly | indefinite | Filing cabinet | lock and key | | | | |
| | Tenancy Agreements | No | Property records | Service to Community | No | Tenancy Agreement | Yes | Allotments Association and its members | Exec. Officer | Annually | until plot relinquished | Filing cabinet | lock and key | | | | |
| Cemetery | Record of Burials | No | legal | Legislative requirement | Yes | Not applicable | Not applicable | Public document required by law | Burial Officer (Exec. Officer) | On purchase | indefinite | Files and server | lock and key password | | | | |
| | Purchased Graves | Sometimes | legal | Contract | No | Contract | Yes | Any reasonable request | Burial Officer (Exec. Officer) | On purchase | indefinite | Files and server | lock and key password | | | | |
| | Contact details of known Undertakers | No | Cemetery Functions | Contract | No | We need a privacy notice | Not applicable | Bereaved families | Burial Officer (Exec. Officer) | On purchase | indefinite | Files and server | lock and key password | | | | |
| Civic Lists | Contact details | No | Civic events | Invitations | No | Privacy Notice | No Contract | Nobody without consent | Admin Assistant | Annually | 2 years | Server | password | | | | |
| | | No | Mayoral functions | Invitations | No | Privacy Notice | No Contract | Nobody without consent | Admin Assistant | Annually | 1 year | Server | password | | | | |
| | | No | Mayoral functions | Christmas Card send-out | No | Privacy Notice | No Contract | Nobody without consent | Admin Assistant | Annually | 1 year | Server | password | | | | |
| Planning | Applications | No | Democracy | We are consulted on applications | Yes | Public Document | No contract | Our objection or approval is a public document | Exec. Officer | On receipt | 6 months | Server | password | | | | |
| Property (LTC & Trusts) | Leases/licenses | No | Property | Council/Trust function | No | Public Document | Yes | Public Document registered at Land Registry | Clerk | Annually | indefinitely | Server | password | | | | |
| | Pitch Rental contact details | No | Business | Contact | No | | | | | | | | | | | | |
| | Tenant Contact Details (incl. Garage) | No | Democracy | Contact | No | Contract | Yes | External Professional Advisers/Maintenance Contractor | Admin & Finance Assistants | Monthly | See document Retention Policy | Filing cabinet | lock and key | | | | |
| | Covenants | No | Property | Council function | No | Public Document | Yes | Public Document registered at Land Registry | Clerk / Exec. Officer | Annually | See document Retention Policy | Files | Safe | | | | |
| | Public rights of way | No | Property | Council function | No | Public Document | Yes | Public Document registered at Land Registry | Clerk / Exec. Officer | Annually | See document Retention Policy | Files | lock and key | | | | |
| | Service level agreements | No | Property records | Service to Community | No | Tenancy Agreement | Yes | External Professional Advisers | Clerk / Exec. Officer | Annually | See document Retention Policy | Files | lock and key | | | | |
| Memorial Benches & Street Furniture (LTC & Trusts) | Formal requests for Memorial Bench | Sometimes | Bench request | Service to Community | No | Contact | Yes | Plaque engraver/ Head Grounds Man | Admin Assistant / Exec. Officer | On receipt | indefinitely | Filing cabinet Server | lock and key password | | | | |
| | Formal request for Dog Bin, Grit Bin etc | No | Asset records | Service to Community | No | Contact | Yes | Relevant Council Committee/Trust & Head Grounds Man | Admin Assistant / Exec. Officer | On receipt | indefinitely | Filing cabinet Server | lock and key password | | | | |
| CCTV Imagery | Formal requests for sight of camera/image from police | Sometimes | Community Safety | Service to Community | No | Registered with the ICO | Not applicable | Police | All staff | On receipt | Not applicable | Server for 30 days only | password | | | | |
| | Formal requests for sight of camera/image from insurance company/public | | | | | | | Any such future requests to be referred to police | | | | | | | | | |
| General Contacts | Email Addresses | Yes | Democracy | Contact | Yes | Privacy Notice | Not applicable | Any reasonable request | All staff | Annually | 1 year | Server | password | | | | |
| Lydney Town Council Profile | | | | | | | | | | | | | | | | | |
| Councillors/Trustees | 15 | | | | | | | | | | | | | | | | |
| LTC Staff | 11 | | | | | | | | | | | | | | | | |
| Electorate | 7208 (as at 19.4.18) | | | | | | | | | | | | | | | | |
| Budget 2019/20 | £636,919 | | | | | | | | | | | | | | | | |
| Precept 2019/20 | £558,077 | | | | | | | | | | | | | | | | |