

Data Inventory

Hythe Town Council

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.	Is there 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?	Who is responsible for keeping it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
Employment Contracts	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers	Town Clerk	On Appointment	Duration of Employment plus 6 years	Locked Cabinet	Lock and Key	
Leave/Sickness Record	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers; HMRC; Payroll Company	Town Clerk	Daily	Last Financial Year	Locked Cabinet	Lock and Key	
Discipline/Grievance Record	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC; Payroll Company	Town Clerk	As Required	Duration of Employment	Locked Cabinet	Lock and Key	
Next of kin Details	Yes	HR	Employment	No	Yes	Yes		Town Clerk	As Required	Duration of Employment	Locked Cabinet	Lock and Key	
Accident/Injury Record	No	HR	H&S	Yes	Contract	Yes	External Professional Advisers	Town Clerk	As Required	Document Retention Policy	Open Shelf	None	
Pension Details	Yes	HR	Legislative Requirement	Yes	Not Required	Not Applicable	External Professional Advisers; HMRC; Payroll Company	Town Clerk	As Required	Duration of Employment	Sage Accounting System	Password	
PAYE	No	HR	Legislative Requirement	Yes	Not Required	Not Applicable	External Professional Advisers; HMRC; Payroll Company	Finance Clerk	Monthly	Duration of Employment	Sage Accounting System	Lock and Key	
Contact details	Yes	HR	Employment	No	Yes	Yes	External Professional Advisers; HMRC; Payroll Company	Town Clerk	As Required	Duration of Employment	Server	Password	
Bank details	No	HR	To Pay Staff Salaries	No	Contract	Yes	Our Bank Payroll Company	Finance Officer	Monthly	Duration of Employment	Payroll Software	Password	

Job applications (unsuccessful applicants)	Yes	HR	Employment	No	Yes	Yes	None	Town Clerk	On Application	Until Appointment Made	Filing Cabinet / Outlook Email System	Lock and Key/Password	
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STAFF

Printed: 24/05/2018

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Job Applications/References (Successful Applicants)	Yes	HR	Employment	No	Yes	Yes	None	Town Clerk	On Appointment	Duration of Employment	Filing Cabinet / Outlook Email System	Lock and key/Password	
Staff Appraisals	Yes	HR	Employment	No	Yes	Yes	None	Town Clerk	As Required	Duration of Employment	Filing Cabinet	Lock and Key	
Performance Plans	Yes	HR	Employment	No	Yes	Yes	None	Town Clerk	As Required	Duration of Employment	Filing Cabinet	Lock and Key	

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Declarations of Interest	Yes	Democracy	Legislative Requirement	Yes	Not Required	Yes	This is Public Knowledge	All Staff	At Election	Term of Office	Website	No	
Personal Contact Details	No	Democracy	Legislative Requirement	Yes	Not Required	Yes	This is Public Knowledge	All Staff	At an Election, or when Councillors inform Staff of a Change	Term of Office	Website, Email System, Spreadsheets	Password	Delete Information on Former Councillors After The Election
Email Addresses	No	Democracy	Legislative Requirement	Yes	Not Required	Yes	This is Public Knowledge	All Staff	At Election	Term of Office	Notice Boards	No	

Council Minutes	Sometimes	Democracy	Legislative Requirement	Yes	Not Required	Yes	This is Public Knowledge	All Staff	At the Next Council Meeting	Indefinite	Website	No	Refer to Residents when they address the Council as 'Resident A', 'Resident B', etc.
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COUNCILLORS

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Contact Details	No	Business	Contact	No	Contract	Yes	External Professional Advisers	Finance clerk	When appointed	2 Years from the Last Contract	Sage accounts system / local Outlook files	Password	Annual Destroy Day in January to ensure Unnecessary Data is not Retained.
Invoices	No	Business	Payment	No	Contract	Yes	Public Inspection on Audit	Finance Clerk	On Payment	Doc Retention policy	Sage Accounts System	Password	
Purchase Orders		Business	Purchasing	No	Contract	Yes	Public Inspection on Audit	Finance Clerk	On Raising	Doc Retention Policy	Sage Accounts System	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	Banker, Legal Adviser	Finance Clerk	On Payment	Doc Retention policy	Server	Password	
Insurance	No	Business	Contract	No	Contract	Yes	External Professional Advisers	Town Clerk	On Appointment	Doc Retention Policy	Server	Password	
References	No	Business	Contact	No	Contract	Yes	External Professional Advisers	Town Clerk	On Appointment	doc Retention Policy	Server	Password	
Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No Contract	External Professional Advisers	All Staff	On Receipt	1 Year	Server	Password	

Invoices	Sometimes	Business	Transparency	Yes	Privacy Notice	Yes	Public information	Finance clerk	On receipt by the Finance Clerk, at Finance and General Purposes Committee meetings by Councillors	Perpetual Record on the Website	Accounting Software System/Website	Password	Amend Terms of Purchase to show that Vendor and bad Debt Details will be published on the Website
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VENDORS

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Bad Debts	Sometimes	Business	Transparency	Yes	Privacy Notice	Yes	Public Information / External Professional Advisers	Finance Clerk	On Receipt by the Finance Clerk, at Finance and General Purposes Committee meetings by Councillors	Until the Debt is Resolved	Accounting software System/Website	Password	Amend Terms of Purchase to show that Vendor and bad Debt Details will be Published on the Website

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VENDORS

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Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No Contract	External Professional Advisers	All Staff	On Receipt	1 year	Paper kept in filing cabinet, Email on the local email System	Password	
Freedom of Information Requests	No	Democracy	Democracy	Yes	Privacy Notice	No Contract	External Professional Advisers	Town Clerk	On Receipt	Doc Retention Policy	Paper kept in filing cabinet, Email on the local email System	Password	
Electoral Register	No	Democracy	Retained at Folkestone and Hythe District Council	No	Not Applicable	No Contract	Not applicable	Not Retained	Never	Not Retained	Not Retained	Not Applicable	

RESIDENTS

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.	Is there 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?	Who is responsible for keeping it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
Email Addresses	No	Democracy	Contact	No	Privacy Notice	No Contract	Nobody without consent	All staff	Annually	2 years	Server / Local Email System	Password	
Grant Application Forms	Perhaps	Democracy	Service to Community	No	Privacy Notice	No Contract	External Professional Advisers	All staff	Annually	2 years	Server / Local Email System	Password	

Nominations to become External Members of a Hythe Town Council Committee or Working Group	No	Democracy	Contact	No	Privacy Notice	No Contract	Names become Public Knowledge but other Data is Confidential	All Staff	On Appointment	See Document Retention Policy	Server / Local Email System	Password	
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COMMERCIAL ORGANISATIONS

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.	Is there 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?	Who is responsible for keeping it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
Waiting List	No	Business	Allocation	No	Privacy Notice	No Contract	Nobody without Consent	Plans and works / allotments clerk	Monthly	Until Plot Available	Server / Local Email System	Password	
Tenant Contact Details	No	Property Records	Contact	No	Tenancy Agreement	Yes	Allotments Association and their Members	Plans and works / allotments clerk	Monthly	Indefinite	Server / Local Email System	Password	
Tenancy Agreements	No	Property Records	Service to Community	No	Tenancy Agreement	Yes	Allotments Association and their Members	Plans and Works / Allotments Clerk	Annually	Until Plot Relinquished	Server / Local Email System	Password	

ALLOTMENTS

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.	Is there 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?	Who is responsible for keeping it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed

CIVIC

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.	Is there 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?	Who is responsible for keeping it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
Event Contact Details (eg Car Boot Sale Organiser, Wedding Booker, Conference Organiser, Festival Organiser, Party Booker)	No	To Organise an Event or Function	Contract	No	Contract	Yes	Environmental Health / Trading Standards / External Professional Advisers	Deputy Town clerk	When Booked	1 Year	Server / Local Email System	Password	
Trader Agreements	No	To Organise an Event or Function	Contract	No	Contract	Yes	Environmental Health / Trading Standards / External Professional Advisers	Deputy Town clerk	When Booked	2 Years	Server / local Email System	Password	
Traders' Records, PAT testing, Insurance (including Adequate Personal Indemnity Insurance), Food Hygiene etc.	No	To Organise an Event or Function	Legislative Requirement	No	Contract	Yes	Environmental Health / Trading Standards / External Professional Advisers	Deputy Town clerk	When Booked	3 Years	Server / Local Email System	Password	
Waiting List	No	Business	Contact	No	Privacy Notice	Yes	Nobody without Consent	Deputy Town clerk	At Enquiry	1 Year	Server / Local Email System	Password	
Complaints Received	No	Business	Contact	No	Privacy Notice	Yes	External Professional Advisers, Principal Councils.	Finance Officer	On Receipt	1 Year	Server / Local Email System	No	
Customers of Traders	No	Business	Contact	No	Privacy Notice	Yes	Nobody without Consent	All Staff	Annually	1 Year	Server / Local Email System	Password	

FACILITIES BOOKERS

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.	Is there 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?	Who is responsible for keeping it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
A Sports Club or Team Organiser Details	No	To book Sports Facilities at South Road	Contract	No	Contract	Yes	Environmental Health / Trading Standards / External Professional Advisers	Finance Clerk	At each Booking	1 year	Server / Local Email System	Password	
A Sports Club or Team Agreements	No	To book Sports Facilities at South Road	Contract	No	Contract	Yes	Environmental Health / Trading Standards / External Professional Advisers	Finance Clerk	At each Booking	2 years	Server / Local Email System	Password	
Waiting List	No	Business	Contact	No	Privacy Notice	Yes	Nobody without consent	Finance Clerk/Plans and Works Clerk	At each Enquiry	1 year	Server / Local Email System	Password	
Complaints Received	No	Business	Contact	No	Privacy Notice	Yes	External Professional Advisers, Principal Councils.	Town Clerk	On Receipt	1 year	Server / Local Email System	No	
Sports Players	No	As part of their Team	Contact	No	Privacy Notice	Yes	Nobody without Consent	All Staff	Annually	1 year	Server	Password	

SPORTS BOOKERS

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.	Is there 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?	Who is responsible for keeping it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed

Objections	No	Democracy	Hythe Town Council is consulted on Applications	Yes	Public Document	No Contract	Hythe Town Council support, no Objection or Objection is a Public Document	Town Clerk	On Receipt	1 year	Server / Local Email System/Website	Password	
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PLANNING

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Leases/Licenses	No	Property	Council Function	No	Public Document	Yes	Public Document Registered at Land Registry	Finance Clerk	Annually	I
Tenant Contact Details	No	Property	Contact	No	Contract	Yes	External Professional Advisers	Finance Clerk	Annually	S F F
Covenants	No	Property	Council Function	No	Public Document	Yes	Public Document Registered at Land Registry	Finance Clerk	Annually	S F F
Service Level Agreements	No	Property Records	Service to Community	No	Tenancy Agreement	Yes	External Professional Advisers	Town Clerk	Annually	S F F

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PROPERTY

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Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	All staff	An

