#### Data Inventory Hythe Town Council

What Data is it?	Including Sensitive Data?		Why do we have it?	obliged to hold	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?	data?	Who is responsible for keeping it?		How long do we keep it?	Where is it held?		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	I N/lonthly	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	I A c Doguirod	Duration of Employment	Server	Password	
Bank details	No	HR	To Pay Staff Salaries	No	Contract	Yes	Our Bank Payroll Company	Finance Officer	I IVIOTILITY I	Duration of Employment	Payroll Software	Password	

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Job applications (unsuccessful applicants)	Yes	HR	Employment	No	Yes	Yes	None	Town Clerk	On Application	Until Appointment Made	Outlook	Lock and Key/Password	
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**Hythe Town Council** 

**Data Inventory** 

What Data is it?	_		Why do we have it?	_	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?		Who is responsible for keeping it?	How often is it checked?	How long do we keep it?	Where is it held?		Action needed
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		Filing Cabinet	Lock and Key	
Performance Plans	Yes	HR	Employment	No	Yes	Yes	None	Town Clerk	As Required		Filing Cabinet	Lock and Key	

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**Data Inventory Hythe Town Council** What Data is it? Including What is it Why do we have Are we legally is there a If we have a With whom do Who is How often How long Where is it Protection? Action needed it? Sensitive for? obliged to hold contract or contract with we share this responsible is it do we held? Data? data? privacy notice data? for keeping this the data checked? keep it? If we relating to the NOTE: subject, does it it? demonstrate all legally data subject? obliged to hold necessary it, no consent is consents? needed. This is Public Legislative Term of At Election **Declarations of Interest** Yes Democracy Not Required Yes All Staff Website No Yes Office Requirement Knowledge At an Delete Election, or Information Website, Email This is Public when Term of on Former Legislative System, Personal Contact Details Yes Not Required All Staff Democracy Password Yes Councillors Office Councillors Requirement Knowledge Spreadsheets After The inform Staff of a Change Election This is Public Legislative Term of **Email Addresses** Democracy All Staff At Election No Yes Not Required Yes Notice Boards No Office Requirement Knowledge

Council Minutes	Sometimes	Democracy	Legislative Requirement	Yes	Not Required	V	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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of 14 COUNCILLORS

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What Data is it?	Including Sensitive Data?	What is it for?	Why do we have it?	obliged to hold this data? NOTE: If we are	privacy notice	If we have a contract with the data subject, does it demonstrate all necessary consents?	data?	Who is responsible for keeping it?	How often is it checked?	_	Where is it held?	Protection?	Action needed
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	

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Invoices Sometimes Business Transparen	Yes	Privacy Notice	Yes	Public information	Finance clerk	General Purposes	Perpetual	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** Printed: 24/05/2018. of 14 **Hythe Town Council** 

#### **Data inventory**

What Data is it?			have it?	Are we legally obliged to hold this data? NOTE: If we are legally obliged to hold it, no consent is needed.	contract or privacy notice relating to the data subject?	If we have a contract with the data subject, does it demonstrate all necessary consents?	data?		_	Where is it held?	Protection?	Action needed
Bad Debts	Sometimes	Business	Transparency	Yes	Privacy Notice	Yes	Public Information / External Professional Advisers	Purposes	Until the	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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What Data is it?		What is it for?	have it?	NOTE: If we	contract or privacy notice relating to the data subject?	If we have a contract with the data subject, does it demonstrate all necessary consents?	we share this data?	responsible		How long do we keep it?	Where is it held?	Protection?	Action needed
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		
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		
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?	_		have it?	NOTE: If we	contract or privacy notice relating to the data subject?	contract with	data?	Who is responsible for keeping it?	checked?	_	Where is it held?		Action needed
Email Addresses	No	Democracy	Contact	No	Privacy Notice	No Contract	Nobody without consent	All staff	Annually		Server / Local Email System	Password	
Grant Application Forms	Perhaps	Domocracy	Service to Community	No	Privacy Notice	No Contract	External Professional Advisers	All staff	Annually		Server / Local Email System	Password	

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

# **COMMERCIAL ORGANISATIONS**

What Data is it?	_	What is it for?	have it?	NOTE: If we	contract or privacy notice relating to the data subject?	contract with		responsible		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	IN/an+hly	Until Plot Available	Server / Local Email System	Password	
Tennant Contact Details	No	Property Records	Contact	No	Tenancy Agreement	Yes	Allotments Association and their Members	Plans and works / allotments clerk	Monthly		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	What is it	Why do we	Are we	e legally	Is there a	If we have a	With whom do	Who is	How often	How long	Where is it	Protection?	Action	
	Sensitive	for?	have it?	obliged	to hold	contract or	contract with	we share this	responsible	is it	do we	held?		needed	
	Data?			this	data?	privacy notice	the data	data?	for keeping	checked?	keep it?				
				NOTE: I	If we are	relating to the	subject, does it		it?						
				legally	obliged	data subject?	demonstrate all								
				to hold	d it, no		necessary								
				consent	t is		consents?								
				needed											

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What Data is it?	Including Sensitive Data?		Why do we have it?	NOTE: If we	contract or privacy notice relating to the	If we have a contract with the data subject, does it demonstrate all necessary consents?	With whom do we share this data?	responsible			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		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?			Why do we have it?	NOTE: If we	contract or privacy notice	If we have a contract with the data subject, does it demonstrate all necessary consents?		responsible	How often is it checked?		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	What is it	Why do we	Are we leg	gally	s there a	If we have a	With whom do	Who is	How often	How long	Where is it	Protection?	Action
	Sensitive	for?	have it?	obliged to I	hold c	contract or	contract with	we share this	responsible	is it	do we	held?		needed
	Data?			this d	lata? p	orivacy notice	the data	data?	for keeping	checked?	keep it?			
				NOTE: If	f we r	elating to the	subject, does it		it?					
				are leg	gally d	data subject?	demonstrate all							
				obliged to I	hold		necessary							
				it, no con	sent		consents?							
				is needed.										

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Objections	No	Democracy	Hythe Town Council is consulted on Applications	103	Public Document	No Contract	Hythe Town Council support, no Objection or Objection is a Public Document	Town Clerk	On Receipt	Server / Local Email System/Website	Password	

**PLANNING** 

Data Inventory Hythe Town Council

	Including Sensitive Data?		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.	privacy notice	If we have a contract with the data subject, does it demonstrate all necessary consents?	we share this data?	Who is responsible for keeping it?	How often is it checked
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 F
Covenants	No	Property	Council Function	No	Public Document	Yes	Public Document Registered at Land Registry	Finance Clerk	S Annually F
Service Level Agreements	No	Property Records	Service to Community	No	Tenancy Agreement	Yes	External Professional Advisers	Town Clerk	S Annually F

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Data Inventory Hythe Town Council

	•		have it?	NOTE: If we	contract or privacy notice relating to the data subject?	If we have a contract with the data subject, does it demonstrate all necessary consents?	we share this data?	Who is responsible for keeping it?	Ho is i cho
Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	All staff	An

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