

## Elsing Parish Council Information Audit – drafted May 2021

Below is a list of the types of information that Elsing Parish Council might hold, and the form that information might take:

Document	Personal detail held	Purpose	How it is held	Legal basis	Length of time to be held	Shared with	Purpose of sharing
<b>Personnel - staff</b>							
Employment: e.g. contract of employment, C.V.	Contact details, N.I. no., employment history	For setting up and managing employment of staff	Hard Copy	Legal obligation	Until 6 years after employment has ceased with the Parish Council	Not shared	n/a
CVs & applications of job applicants	Contact details and personal details of employment history	recruitment	Hard copy	Public task	For 6 months after notifying unsuccessful applicants	Not shared	n/a
<b>Councillors</b>							
Application for co-option	Contact details & reasons for wanting to become a Parish Councillor	Reference	Hard copy	Public task	For 3 months after Parish Councillor vacancy filed	Not shared	n/a
Declaration of interest forms	Pecuniary & other interest of Parish Councillors	Legal requirement	Received by Clerk & sent to Breckland Council	Public task	For length of time a Councillor is a member of the Parish Council	Breckland Council	Public information
Contact list of Councillors' details	Contact details	Reference – for the public to contact Councillors	Electronically, hard copy, notice board	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, Clerk and notice board	Public information
<b>Members of the public</b>							
Electoral Register	Names & addresses	Reference	Hard copy	Public task	Current year only (until new register is issued by Breckland Council)	Not shared: Breckland Council shares with document with the Parish Council	n/a
Enquiries from members of the public	Contact details	To request information, pass on info. Or make a statement	Hard copy	Public task	For as long as necessary	Not shared	n/a
Grant applications	Contact details,	To obtain a grant by the	Hard copy	Public task	If awarded a grant, for up	Not shared	n/a

	reasons for requesting grant, other relevant details	Parish Council			to 7 years for auditing purposes		
Booking Contact for the Village Hall	Contact details	To book the Village Hall for Parish Council meetings	Hard copy & electronically	Public task	For as long as the person holds the position of Booking Contact	Not shared	n/a
Website organiser	Name & Email address	To put minutes and other info on the website	Hard copy & electronically	Public task	For as long as the person holds the position of website organiser	Not shared	n/a
Allotment holders	Names, addresses, telephone numbers	To have a record of the details of each of the council's tenants on the allotments	Hard and electronic copy of the tenancy	As landowner	While the tenancy is in place	Not shared	n/a