

HILDENBOROUGH PARISH COUNCIL

Pavilion and Recreation Ground, Riding Lane, Hildenborough TN11 9HY

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PROCESSING PERSONAL DATA AND DATA SUBJECT

Data Road Mapping

Personal Data held	What do we do with it	Where is it stored	How long is it kept	Reason for keeping
Names, addresses, phone numbers, email, photos of members/staff, dobs + some sensitive information on staff	Folder of members, published on notice boards/website, signatories details to bank, contact for PC business, HMRC returns	Folder/filing cabinets/electronic files/notice boards/website	Until member leaves. Staff kept until no longer required	Compliance with legal obligation, consent
Local residents contacting PC, contact details including name, address, email address, phone number	Respond to query contact for relevant information to their interest occurs, link them to group with similar interest ie Flood	Filing cabinets/electronic files	Until reason for contacting has been addressed or of historical importance until of no further interest	Legitimate business, consent, public interest
Organisation supplying services or goods	Contact details	Relevant folders/electronic records	See retention of information policy	Legitimate business, public interest, compliance with legal obligation
Electoral Roll	Use to ascertain legal rights of individual when dealing with P.C.	Electronic	Until superseded by new roll	Legitimate business, public interest, legal obligation

DOCUMENTS RETAINED BY HILDENBOROUGH PARISH COUNCIL

Document	Retention period	Reason	Lawful basis
Minutes of Parish Council and Committee Meetings	Indefinitely	Historic record and regulation	Compliance with legal obligation, public interest
Accounts (Receipts and payments)	Indefinitely	Historic record and regulation	Compliance with legal obligations
Bank statements and record of reserve accounts	6 years	Audit and as a record of payments and receipts	Compliance with legal obligation, public interest
Paid Invoices and cheque stubs	6 years	VAT	Compliance with legal obligation public interest
Paying in books	6 years	To support accounts	Compliance with legal obligation, public interest
VAT records	6 years	VAT	Compliance with legal obligation
Wages and associated paper and electronic records	12 years	Superannuation	Compliance with legal obligation
Insurance policies	While valid	Legal	Compliance with legal obligation
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) regulations 1998 (SI.2763) Management	Compliance with legal obligation
Title deeds (stored with solicitors with copies retained by P.C.)	Indefinite	Legal management (copies kept with PC for ease of reference)	Compliance with legal obligation, public interest
Rental agreements	While valid	Audit	Contractual necessity
Planning documents from Borough Council	Until decisions received, If refused kept until appeals procedures complete	All planning available on Borough Council's website, hard copies kept for use at meetings to discuss plans and retained for appeals procedures	Public interest
Projects	Until guarantee expired, final quote and (if applicable) comparative quotes. Details of any grants received Spreadsheet of process All kept until project is superseded	To address any queries relating to designing, ordering, guarantee cover, grants procedures.	Compliance with legal obligation, public interest, consent
Complaints and legal disputes	Until problems are resolved and then summary kept on spreadsheet for 7	For historical purposes and/or for future Councils should the same	Compliance with legal obligation, public interest, consent

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	years or to be decided by Parish Council in the case of a legal dispute	complaint/problem re-occur.	
General correspondence	Reviewed annually	To decide what should and should not be retained and reason for doing so	Consent, public interest
Village Hall Annual Charity Commission Return	7 years	To provide historical data	Public interest, consent
Risk Assessments	7 years and then spreadsheet record of any incidents	To provide evidence for any future legal action	Public interest, compliance with legal obligation, contractual necessity
Details of members	Until the member leaves the council	For contact purposes	Compliance with legal obligation, public interest, consent
Register of Electors	Current year only	To enable checking for eligibility as resident	Public interest, compliance with legal obligation