



NORTH WALSHAM TOWN COUNCIL

Information Audit

Adopted by the Council at its meeting held on 23.9.19

Personal Data held, for what purpose and who it's shared with. Our General Privacy Statement is available at -

<https://www.nwtc.org.uk/the-council/policies>

Documents	personnel detail held	Purpose	legal basis	keep for length of time	shared with	purpose of sharing
Personnel						
Salary/tax codes/Pension	salary, pension contributions	Employment	Legal obligation	6 years + current	HMRC, Nfk Pension	payroll monthly payments
Contract/timesheets/ references/job description/ appraisals	Managing Employment	Employment	Legal obligation	6 months after termination	Personnel Committee	Annual appraisal
CV, Job application	Contact details, Employment history	Recruitment	Legal obligation	6 months if unsuccessful	No shared	N/A
Councillors						
Application for co-option	Contact details, reasons to be on council	Reference	Public Task	3 months after vacancy	Not shared	N/A
Declaration of Interest	Pecuniary & other interests	Legal requirement	Public Task	while a councillor	website	Public info
List of Councillors	contact details	Public to contact councillors	Public Task	while a councillor	website, noticeboard	Public info
Members of Public						
Electoral Register	Name & address	Reference	Public task	current only	Not shared	N/A
Enquires/complaints from Members of public	Contact details	Request or pass on information	Public task	3mths or as long as needed	Not shared	N/A
Event Management	Contact details, Event information	To consider event request	Public task	If agree 7yrs if not agreed 1yr	Not shared	N/A
Grant applications	Contact details, reason for grant request	To consider grant request	Public task	If awarded 7yrs, if not 1yr	Not shared	N/A
Leases/licences	Property	Reference	Public task	Indefinitely	Not shared	N/A
Allotment waiting list	Contact details	Contact when available	Public task	Plot available or asks to be removed	Not shared	N/A

Allotment tenants	Contact details & signature	Tenancy agreements	Contract	6 years + current	Not shared	N/A
Market Traders	Contact details, trading details	Stall agreements	Contract	6 months after termination	Not shared	N/A
Contractors						
Contractor providing goods or services to the Council	Contact details, details of contract	Contractual	Contract	life of contract or 6 yrs + current	Not shared	N/A
Burial Records						
Exclusive Rights, Cemetery Records, Memorials	contact details of family members	Need to keep contact in event of any issues	Contract	Indefinitely	Not shared	N/A