

GDPR - Privacy Notice & Information Audit May 2018			Data Controller - Parish Council				
Data Processor - Parish Clerk		Contact Tel: 01603 665341		Email: surlinghampc@outlook.com			
Who	What we hold	How it's held	Collected via	Reasons why	Shared	How long	Delete/Shred
Electorate	Names and addresses	Electronically	SNDC	Population Data Correspondence	No	Annually Monthly Updates	Delete
Individuals	Names/address/email addresses	Electronically	Author	Correspondence	Anonymised Content only at meetings	Until resolved	Delete
Individuals	Names/address	Hard copy	Author	Correspondence	Anonymised Content only at meetings	Until resolved	Shred
Individuals	Email addresses	Electronically	Author	Communication for reference	No	Indefinite	Delete
Councillors	Names/address/telephone numbers	Electronically	Councillor	Correspondence Communication	As required	Varies, Term of Office	Delect
Councillors	Email addresses	Electronically	Councillor	Communications	As required	Term of Office	Delete
Suppliers Contractors	Name/address/email address/telephone numbers	Electronically	Contractor	Communication	Councillors	Varies	Delete
	Financial data VAT/bank details etc	Hard copy	Contractor	Payment	Bank, HMRC	7 years	Shred
Staff	Name/address/email address/telephone numbers	Electronic/Hard copy	Employee	Correspondence	Councillors	Termination	Delete/Shred
	Name/address/NINO/PAYE	Electronic/Hard Copy	Employee	Pay roll	Payroll, Bank, HMRC	7 years	Delete/Shred
SPATS	Names and addresses	Hard copy	Passenger	Confirmation of Journey	No	1 year	Shred
	Name/Postcode/amount paid	Electronic	Passenger	Financial records and statistics	Statistics only	7 years	Delete