

Inventory of Personal Data Captured, Stored and Processed by Appleton Parish Council

adopted by the Parish Council on 17th June 2025

1. What Personal Data Do We Hold?																	
2. Lawful basis for holding personal Data																	
To whom does it relate?	What Data is it?	Including Sensitive Data?	What's it for?	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	How was 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?	4. Sharing Personal data	5. Our internal processes	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed			
Staff	Contract	Yes	HR	It's a contract	No	Contract	Yes	No one	Clerk	On appointment and on	Duration of Employment plus 6 years	One Drive and backed up to cloud	Password				
	PAYE	Yes	HR	Statutory requirement	Yes	Not Required	Not applicable	HMRC, Cheshire Pension Fund	Clerk	Monthly	Duration of Employment plus 6 years	One Drive and backed up to cloud	Password				
	Bank details	No	HR	To pay Staff Salaries	No	Contract	Yes	NatWest bank details	Clerk	Duration of Employment	Duration of Employment plus 6 years	One Drive and backed up to cloud	Password				
	Pension details	Yes	HR	Legislative purposes	Yes	yes	yes	Cheshire Pension Fund, HMRC	Clerk	Duration of Employment	Duration of Employment plus 6 years	One Drive and backed up to cloud	Password				
	Leaver Form	No	HR	Employment Purposes	No	Yes	Yes	Parish Council/Clers	Clerk	Yearly	Duration of Employment plus 6 years	One Drive and backed up to cloud	Password				
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes	Parish Council/Clers	Clerk	As required	duration of employment	One Drive and backed up to cloud	Password				
Councilors	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not Required	Not applicable	This is public knowledge	Clerk	At Election	Term of Office	website	public information				
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not Required	Not applicable	Clerk and Assistant Clerk only	Clerk	At Election	Term of Office	One Drive and backed up to cloud	Password				
	Email Addresses	No	Democracy	legislative requirement	Yes	Not Required	Not applicable	This is public knowledge	Clerk	At Election	Term of Office	website	public information	all Parish Councilors have official email addresses no personal email used.			
Contractors/Suppliers	Contract details	No	Business	Contract	No	Contract	Yes	Nobody without consent	Clerk	When Appointed	accounts file kept for 6 years	One Drive and backed up to cloud	Password				
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on Audit	clerk	On raising	accounts file kept for 6 years	One Drive and backed up to cloud	Password				
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on Audit	clerk	On raising	accounts file kept for 6 years	One Drive and backed up to cloud	Password				
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on Audit	clerk	On raising	accounts file kept for 6 years	One Drive and backed up to cloud	Password				
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our Bank	clerk	On raising	accounts file kept for 6 years	One Drive and backed up to cloud	Password				
	Insurance	No	Business	Contract	No	Contract	Yes	External Professional Advisors	clerk	On appointment	accounts file kept for 6 years	One Drive and backed up to cloud	Password				
	References	No	Business	Contract	No	Contract	Yes	External Professional Advisors	clerk	On appointment	accounts file kept for 6 years	One Drive and backed up to cloud	Password				
Residents	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold	Clerk	On receipt	1 Year	Filing cabinet	Lock and key				
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	Parish Council/Clers	Clerk	On receipt	1 month	Email	password				
	Freedom of information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	Parish Council/Clers	Clerk	On receipt	1 month	Email	password				
	General Correspondence	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	Parish Council/Clers	Clerk	On receipt	1 month	Email	password				
Community Organisations	Email Addresses	No	Democracy	Contract	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	accounts file kept for 6 years	Filing cabinet	Lock and key				
	Grant Application Forms	Perhaps	Democracy	Service to Community	No	Privacy Notice	No contract	External Professional Advisors	Clerk	On receipt	accounts file kept for 6 years	Filing cabinet	Lock and key				
	Bank Account details	No	Democracy	Payment	No	Contract	Yes	Our Bank	clerk	On raising	accounts file kept for 6 years	Filing cabinet	Lock and key				
Planning	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Clerk	On receipt	none	Warrington Borough Council's website	None required				
	Ownership of Parish Hall	No	Property	Council Function	No	Public Document	Yes	Public document, registered at Land Registry	Clerk	as required	Indefinitely	Safe	lock and key				
Parish Hall	Venue Bookings	No	Business	Payment	No	Privacy Notice	Yes	Nobody without consent	Clerk/Assistant Clerk/Bookings	On appointment	accounts file kept for 6 years	Filing cabinet	lock and key				
	Tenancy Agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	Nobody without consent	Clerk	Annually	accounts file kept for 6 years	One Drive and backed up to cloud	password				
	Tenant Contact Details	No	Property records	Contract	No	Tenancy Agreement	Yes	Nobody without consent	Clerk	Annually	accounts file kept for 6 years	One Drive and backed up to cloud	password				
General Contractors	Email Addresses	Yes	Democracy	Contract	Yes	Privacy Notice	Not applicable	Any reasonable request	Clerk	On raising	3 months	Desktop	Password				

Council Profile	LARGE Parish Council
	Councillors 13
	Staff 4
	The number of electors for Appleton as at Dec 2020 is 8371.
	Budget 2023/2022 £366,000
	Parish Hall