

Relating To	Document Type	Location		Protection Beyond IT & Building Security	Access by	Personal Details Held	Sensitive Data	Archived/Shredded/ Deleted	Actions Needed
		Shared Server (pc password protected)	Hard File						
<b>Staff</b>	Personal Files	√ - Confidential	√	Locked Cupboard	Clerk/OAM	√	√	7 years	
	Contracts of Employment	√ - Confidential	√	Locked Cupboard	Clerk/OAM	√	√	7 years	All Staff will receive a Privacy Notice
	Disciplinary/Grievance	√ - Confidential	√	Locked Cupboard	Clerk/OAM	√	√	7 years	
	Leave/Sickness Records	√	√	Locked Cupboard	Clerk/OAM	√	√	7 years	
	Next of Kin	√			All Staff	√	√	7 years	
	Pay Grades	√ - Confidential	√	Locked Cupboard	Clerk/OAM	√	√	7 years	
	Recruitment	√ - Confidential	√	Locked Cupboard	Clerk/OAM/ AO	√	√	7 years	
	Job Application Forms	√ - Confidential	√	Locked Cupboard	Clerk/OAM	√	√	7 years	
	References	√ - Confidential	√	Locked Cupboard	Clerk/OAM	√	√	7 years	
	Equal Opps	√ - Confidential	√	Locked Cupboard	Clerk/OAM	√	√	7 years	
	CV	√ - Confidential	√	Locked Cupboard	Clerk/OAM	√	√	7 years	
	Birthdays on Clerk's Calendar	√			All Staff		√	Staff Employed	
	Staff Structure Chart	Website	√		All Staff		√	Staff Employed	
	Accident/Injury Records	√ - Confidential	√	Locked Cupboard	Clerk/OAM	√	√		
	Appraisals	√ - Confidential	√	Locked Cupboard	Clerk/OAM/ Line Manager AO	√	√	7 years	
	Training Records	√	√			√			
	Rates of Pay	√ - Confidential	√	Locked Cupboard	Clerk/OAM	√	√	12 years	
	Payroll	√ - Confidential	√	Locked Cupboard	Clerk/OAM	√	√	12 years	
	Payroll BACS/Bank Details	√ - Confidential	√	Locked Cupboard	Clerk/OAM	√	√	12 years	
	Pension Contribution	√ - Confidential	√	Locked Cupboard	Clerk/OAM	√	√	Until individual is 66 years old	
Pension Monthly to OCC	√ - Confidential	√	Locked Cupboard	Clerk/OAM	√	√	Until individual is 66 years old		
<b>Councillors</b>	Contact Details	√ / Website	√		All Staff	√		Whilst a Councillor	Consent given for sharing personal details
	Allowances	√	√		All Staff	√		6 years	
	Register of Interests	√ / Website	√		CSO	√		Whilst a Councillor	
	Expenses	√	√		CSM	√		6 years	
	Charity Trustees	√	√		Clerk/OAO	√			
	Mayoral Account/Expenses	√	√		OAM/OAO	√		6 years	
	Mayor's Fundraising Events	√	√		OAO				

	Mayoral Contact Database	√	√		OAO	√			
<b>Residents</b>	Electoral Roll	√ - Confidential	√	Locked Cupboard	Clerk only	√	√	Annually	
	Complaints	√	√		OAM/ICO	√		3 years	May share with other partners to progress complaint
	FOI Requests	√	√		OAM/ICO	√			
	Data Protection Subject Access Requests	√	√		Clerk/OAM	√	√		
	Data Protection Data Breaches	√	√		Clerk/OAM	√	√		
	Parking Permits	√	√		ICO	√		1 Year	
	Christmas Tea Party	√	√		AO	√			
	Councillor Drop-in	√	√		ICO	√		3 Years	
	Public Consultations	√	√		All Staff	√			
	Public Surveys	√	√		All Staff	√			
	General Correspondance	√	√		All Staff	√			
<b>Planning</b>	Applications/Letters/Appeals Objections	√	√		ICO/CSO/NPCO	√		Paper - 1 year WP - indefinitely	
<b>Neighbour-hood Plan</b>					NPCO	√			
<b>Community</b>	Town Hall Room Hire	√	√		ICO	√		1 Year	
	SRRG Hire	√	√		ICO	√		1 Year	
	Residents Associations	√			CSM	√			
	Groups/Organisations	√			All Staff (on a need to know basis)	√			
	Volunteers	√			All Staff (on a need to know basis)	√			
<b>Council</b>	Working Groups	√			All Staff (on a need to know basis)	√			
	Business Forum	√	√		CSO	√			
<b>Events</b>	Christmas (Participants)	√	√		CPSO	√			
	Fairs (Stall Holders)	√	√		CSM	√			
	Remembrance (Wreath Layers)	√	√		CSM/CSO	√			
	Town Awards (Recipients & Nominees)	√	√		CSM/CSO/CPSO	√		shredded after Town Awards event	
<b>Markets</b>	Weekly - Email Contact Details - Trader Agreement -Agreement	√	√		CSM	√			
	Farmers - Register - Public Liability	√	√		CSM	√			

	Continental	√	√		CSM	√			
<b>Grants</b>	Grants Awarded	√	√		CSM	√			
	Grants Received	√	√		CSM	√			
<b>Leases</b>	Town Council & Various Organisations	√	√	Fire Proof Safe	All Staff				Indefinite or Renewal Date
<b>Service Level Agreements</b>	Town Council & Various Organisations	√	√	Fire Proof Safe	All Staff				Indefinite or Renewal Date
<b>Partnering Agreements</b>	Town Council & Various Organisations	√	√	Fire Proof Safe	All Staff				Indefinite or Renewal Date
<b>Agreements</b>	Town Council & Various Organisations	√	√	Fire Proof Safe	All Staff				Indefinite or Renewal Date
<b>Licences</b>	Town Council & Various Organisations	√	√	Fire Proof Safe	All Staff				Indefinite or Renewal Date
<b>Wayleaves</b>	Town Council & Various Organisations	√	√	Fire Proof Safe	All Staff				Indefinite or Renewal Date
<b>Loans</b>	Town Council & Various Organisations	√	√	Fire Proof Safe	All Staff				Indefinite or Renewal Date
<b>Contractors/Suppliers</b>	Nominated Contractors/Suppliers	√	√						End of Contract
<b>Insurance</b>	Annual Policy	√	√						
<b>Parking</b>	Registered Keeper	PC - Chipside Database	√	Locked Cupboard	OAM/ICO		√	3 Years	
	Registration Numbers	PC - Chipside Database	√	Locked Cupboard	OAM/ICO		√	3 Years	
	Records	PC - Chipside Database	√	Locked Cupboard	OAM/ICO		√	3 Years	
	Court Summons/Papers	PC - Chipside Database	√	Locked Cupboard	OAM/ICO		√	3 Years	
<b>TTC Website</b>	Online Form - Contact Us	Website		Password for website but copy of form is sent to info@ email	CPSO/MTCO/ICO/CSO/CSM/Clerk/C onnect	√	√		
	Online Form - Contact a Cllr	Website		Password for website but copy of form is sent to Cllr	CPSO/MTCO/ICO/CSO/CSM/Clerk/C onnect	√			
	Online Form - Newsletter Sign Up	Website		Password for website but copy of form is sent to info@ email	CPSO/MTCO/ICO/CSO/CSM/Clerk/C onnect	√			
	Online Form - Town Awards	Website	√	Password for website but copy of email sent to town awards email	CPSO/MTCO/ICO/CSO/CSM/Clerk/C onnect	√		Online nomination forms deleted after event	

	Online Form - Add Your Event	Website		Password for website but copy of form is sent to info@email	CPSO/MTCO/ICO/CSO/CSM/Clerk/Connect	√			
	Online Form - New Opportunity Listing	Website		Password for website but copy of form is sent to info@email	CPSO/MTCO/ICO/CSO/CSM/Clerk/Connect	√			
	Online Form - Register User (for directory)	Website		Password for website but copy of form is sent to info@email	CPSO/MTCO/ICO/CSO/CSM/Clerk/Connect	√			
	Online Form - New Directory Listing	Website		Password for website but copy of form is sent to info@email	CPSO/MTCO/ICO/CSO/CSM/Clerk/Connect	√			
<b>Newsletter</b>	TTC Mailing list	Mailchimp		Password	CPSO/CSM/MTCO/ICO	√			
	Business Newsletter	Mailchimp		Password	CPSO/CSM/MTCO/ICO	√			
<b>TTC Databases</b>	Emails/Contact Details	√			All Staff				Privacy Notice in Email Footer
<b>TTC Public Meetings</b>	Council Minutes/Agendas	√ / Website	√		CSO/Clerk			Indefinitely	
	Recording of Council Meetings	√	√		CSO				
	Personnel Committee - Confidential Items	√ - Confidential	√	Locked Cupboard	Clerk /OAM				
	Meeting Attendees - Cllrs	√	√		CSO			Indefinitely	
	Annual Town Meeting - Attendees		√		CSO			Indefinitely (kept with minutes)	
<b>Finance</b>	Bank details		√						
	Debit Card			Locked Cupboard	Clerk		√		
	Bank Accounts - Access	Internet/ Card Reader	√		Clerk/OAM		√		
	Budgets	√	√						
	Salaries	√	√	Locked Cupboard	Clerk/OAM		√		
<b>Good Neighbour Scheme</b>	Client Request Form/Volunteer Application Form/Copy of DBS form	√	√	Locked Cupboard	ICO/CSM/CPSO/	√	√	3 Years	
<b>Open Spaces</b>	Memorials e.g. Trees, Benches	√	√		AM	√			