

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

					4. Sharing Personal Data
Category	Personal detail held	Purpose	How held	Legal basis for processing	With whom do we share this data
Personel - Clerk to the Council					
Contract	Terms of employment	Contractual	Electronically/Hard copy	Legal obligation	HMRC, payroll provider, Pension Provider, Audit
Payroll/Pension	Address, NI no, Tax Code,	Legislative	Electronically		
Salary claims	Bank details	Financial	Electronically/Hard copy		
Timesheets	Hours and record of work	Contractual/Audit	Electronically		
Appraisal	Performance & development	Contractual	Electronically		
Public Contact (List)	Address, email, tel no	Public reference	Electronically/Hard copy	Public Task	Public
Councillors					
Register of Interests	Disclosable pecuniary & other interests	Democracy	Hard Copy	Legal obligation	This is Public Knowledge
Contact information	Name, address, email, tel no	Communication	Electronically/Hard copy	Public Task	Name is public knowledge
Public Contact (List)	email &/or tel no	Public reference	Electronically/Hard copy	Consent	Public
Contractors /Suppliers where we hold personal data of a natural person (not the data					
Quotes/Invoices	Name, address, email, tel no, bank details	Business/Financial	Electronically/Hard copy	Contract	Audit, Public exercise of rights - inspection on audit
Village Hall Hire					
Hirer	Name, address, email, tel no	Contractual	Electronically/Hard copy	Contract	
Canoe permits					
Applicant	Name, address, email, tel no	Contractual	Electronically/Hard copy	Contract	
Grazing applications					
Applicant	Name, address, email, tel no	Contractual	Electronically/Hard copy	Contract	
Residents					
Electoral Register	Name, address	Legislative	Hard Copy	Public Task	Public Document required by law,. RPC choose to hold.
Email sign up	Name, address, email	Communication	Electronically/Hard copy	Consent	
Members of public					
Enquiries	Name, address email, tel no	Democracy	Electronically/Hard copy	Public Task	
Volunteers					
Village volunteers	Name, address, email, tel no	Communication	Electronically/Hard copy	Consent	Name is public knowledge, other data is confidential