

Inventory assembled on 10/05/2018 and Last updated on 10/05/2018

4. Sharing Personal Data	5. Our internal processes					6. Action Needed
With whom do we share this data?	Who is responsible for keeping this data?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
External Professional Advisers	Clerk	On appointment and on review	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
External Professional Advisers; HMRC; payroll company	Clerk	Monthly	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
Our Bank; Payroll company	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
External Professional Advisers	Clerk	Yearly	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
	Clerk	As required	duration of employment	Filing cabinet	lock and key	
	Clerk	As required	duration of employment	Filing cabinet	lock and key	
This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet	Password/ Lock & key	
This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet	Password/ Lock & key	
This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet	Password/ Lock & key	
						Clerk must compile a List of ALL of the contracts which involve our holding any 'personal data'
External Professional Advisers	Clerk	When Appointed	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Public inspection on audit	RFO	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Public inspection on audit	RFO	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Public inspection on audit	RFO	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Our bank	RFO	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
External professional advisers	RFO	On appointment	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
External professional advisers	RFO	On appointment	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Public Document required by law, which we choose to hold.	Clerk	On receipt	1 Year	Laptop/filing Cabinet	None required	
External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/filing Cabinet	Password/ Lock & key	
External Professional Advisers	Clerk	On receipt	2 years	Laptop/filing Cabinet	Password/ Lock & key	
External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/filing Cabinet	Password/ Lock & key	
External Professional Advisers	Clerk	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	