

Information Held	Data	Notes/Actions
Personal details of Councillors	Names, addresses and interests	Remain in the public domain. Consents recorded and files
Personal details of Staff	Staff Records and payroll (Paper and Electronically)	Secured in parish office and password protected files
Names and Addresses of electorate	Electorol Register	Secured in parish office
Names and addresses of planning applicants	Planning applications	In public domain, dispose of completed projects as per retention and dispoposal policy
Customer invoices	Newsletter invoices (Paper and Electronically)	Retained for book keeping and audit purposes on secured office and password protected files
Supplier invoices	Invoices (Paper and Electronically)	Retained forbook keeping and audit purposes on secured office and password protected files
General enquiries	Surgery Log sheets, or correspondence (Paper/electronic)	Retained whilst resolving issues. Disposed off in line with retention and disposal policy
Allotment holder details	Names, addresses, copy of leases, plots and corresepondence	Secured in office in paper and electronic form, retained and disposed of in line with retention and disposal policy
Waiting list for allotments	Names, addresses and corresepondence	Secured in office in paper and electronic form. Checked annually infromation retained and disposed of in line with retention and disposal policy
Contributors to newsletter	Names, emails, articles and corresepondence	Secured electronically, reviewed annually or as informed. Hard copies of newsletter retained and archived
Covid-19 register	Names and contact details of visitors to parish office and face to face meetings	Stored in parish office, disposed of after 21 days.
Community Emergency Plan	Names, addresses of key contacts	Some details alrady in public domain. Consent forms to be collected before document is made public.