

Alburgh Parish Council's Information Audit

Completed by Dave Richardson, Parish Clerk on 28/02/2026

Approved on 05/03/2026

Title	Documents held	Personal details held	Date Reviewed	Format	Purpose	Condition (Personal data)	Is it sent or held outside the UK? Which Country	Shared with	Method of sharing data	Purpose of sharing	Privacy Notice	Length of time to be held
Clerk	HR Records incl contract, references, application, appraisals, grievance & disciplinary, register of Interests, Bank, Electoral,	Name, address, telephone number, email address, bank details	28/02/2026	Electronic	Contractual	6(1) (c) legal Obligation	No	Councillors, insurer	Email, Onedrive	Appointment, annual appraisal, fidelity claim	website	12 months from termination (for references)
Councillors	Register of Interests, contact details, Acceptance of office	Name, Address, telephone number, email address	28/02/2026	Paper and electronic	Duty	6(1) (e) Public task	No	Clerk	Email	Communication and statutory	Website	12 months from termination
Film club members	Contact details	Name, email	28/02/2026	Electronic	Communicating films	6(1)(a) consent	No	Clerk, councillors	Email	Communication	Website	6 months after last use
Parishoners	Emails, letters, planning applications	Name, Address, email, phone number	28/02/2026	Electronic or paper	Communication	6(1) (e) Public task	No	Clerk, councillors	Email	Communication	Website	6 months after last use.
Allotment Holders	Allotment contract	Name, address, telephone number	28/02/2026	Electronic or paper	Contractual	6(1) (c) legal Obligation	No	Clerk	Email	Managing allotments	Website	Tenancy plus 12 months