

**Keswick Parish Council
Information Audit 2019**

1	2	3	4	5	6	7	8	9	10	11
Category	Subject	Personal detail	Purpose	Legal basis	Length of time	Shared with	Purpose of sharing	Privacy Notice	Destruction date if known	Initial
Personnel	Councillors	Contact Details	For contact purposes	LGA 1986	Duration of Council	Local Authority	Contact Purposes	Issued July 2018	End of Council Membership	
			Register of Interests	Localism Act 2011	As Above	Local Authority	For Public View	As Above	End of Council Membership	
	Parish Clerk	Name	Attendance at Meetings (Mins.)	LGA 1972	Indefinite (Archive)	Publicly Available	Transparency of business	As Above	Archive	
		Contract	Contractual	LGA 1972	Duration of Employment	Councillors	Annual Appraisal	As Above	Six months from termination (for references)	
Parish	Residents	Payroll	Salary and Pension	LGA 1972	7 years	Payroll Service Provider	Quarterly Payments	As Above	7 Years from termination	
		References	Contractual	LGA 1972	Duration of Employment	As Applicable	As Applicable	As Above	Termination of Employment	
		Electoral Roll	Clerk's Information	RPA Regs 2002	Period of Register	No sharing	Not Applicable	As Above	When superseded	
Contractors	Contractor	e-mails	Council's Business	GDPR Compliance	Duration of business	As required	As Applicable	As Above	Completion of Business	
		Letters	Council's Business	GDPR Compliance	Duration of business	As required	As Applicable	As Above	Completion of Business	
		Planning Applications	Processing Application	GDPR Compliance	Duration of Application	As required	As Applicable	As Above	Completion of Application	
		Risk Assessment	Assessing Risk	GDPR Compliance	Duration of Risk	As required	As Applicable	As Above	Completion of Risk	
	Company Details	Council's Business	GDPR Compliance	Duration of Contract	As required	Transparency Code	As above	Completion of Contract		