

Aldborough and Thurgarton Parish Council

Information Audit for GDPR 2018

Category	Subject	Personal Details	Where From	Purpose	Legal Basis	Time Held	Shared With	Purpose of Sharing	Privacy Notices	Destruction Date
<u>Personnel</u>	Clerk	Contract	A&TPC	Contractual	Article 6(b)	During employment	Councillors	Appraisal	July 2019	6 months from termination
		PAYE	A&TPC	RTI	Article 6(b)	As above	Auditor	Audit	As above	As above
		Training Details	A&TPC	Contractual	Article 6(b)	As above	Councillors	Appraisal	As above	As above
<u>Incoming/outgoing correspondence</u>	Electors	Names, addresses, email, telephone	Electors	Complaints/queries	Article 6(e)	6 years	Councillors	To attend to deal with complaints/queries	When corresponding	6 years
<u>Electoral Roll</u>	Electors	Names, addresses	NNDC	Precept Roll numbers for councillor nominations	6(e)	One year	None	N.A.	NNDC	On receipt of new Roll

Approved...6.1.20.....

Annual Review Parish Council Annual Meeting