

PARISH COUNCIL

C/O WYCH ELM, LUTON ROAD, CHALTON, BEDFORDSHIRE, LU4 9UG Tel : 07939 419 377 Email : clerk@chalton-pc.gov.uk

Information Audit 2021/22

Item/Activity	Information held	Who holds	Duration	Reason/Legal Basis	Date of Destruction	Sharing/Purpose of sharing
Contractors	Name/addresses and bank details	Clerk electronic and hard copies	For duration of contract	Article 6(c) Documents/Contract	Termination of Contract/ 7 years for audit purposes	Internal & External Auditors
Councillors Application for co-option	Contact details and reasons for wanting to become a councillor	Clerk electronic/hard copy	3 months after vacancy filled	Public Task Article 6(e)	3 months after vacancy filled	With Parish Council in order to make decision. Discussed in private at end of PC meeting.
Declarations of Interest	Pecuniary and other interest of parish councillors	Clerk – sent to CBC	Length of time councillor is a member	Legal Requirement	Up to a year after councillor leaves.	Public Information
Contact List of councillor's details	Contact details	Electronic/hard copies held by Clerk	To be updated and amended and kept for up to a year after councillor leaves	Public Task	Up to a year	Public Information
Personnel File	Clerks name and address, contact details employment history Applicants for job	Clerk Clerk	For duration of employment 6 months after notifying unsuccessful applicants	Article 6(c) Recruitment/Public Task/Legal Obligation	6 years following Employment Termination	Councillors Payroll Service provider Internal & External auditors
Payroll	Clerks payroll details ni/tax code	Electronic/hard copies held by the clerk	7 years for audit purposes	Article 6(c) Legal obligation	7 years for audit purposes from termination of employment	Payroll service provider/Internal and external auditors
Members of the Public						
Electoral Register	Names & Addresses	Clerk	Current year only until new register is issued	Article 6(a) Public Task	One year until new register received	n/a

Enquiries from members of the public – Kept in electronic enquiries folder or as hard copy	Contact Details	Clerk	For long as it is necessary/enquiry ongoing	Article 6(a) Public Task	When enquiry and action completed	n/a
Email mailing list for agendas and minutes	Email address	Clerk	For as long as copies required	Article 6(a) Public Task	Until termination of receipt of agendas and minutes by email	n/a
Grant applications	Contact details, reasons for grant, other relevant details	Clerk	If grant awarded up to 7 years	Article 6(a) Public Task	7 years if awarded. If unsuccessful 1 year.	Internal & External Auditors

28th June 2022