

THORNLEY WITH WHEATLEY PARISH COUNCIL

DATA HELD

Purpose	Categories of personal data/reason	Where held	Retention
Minutes	Identity, contact information	Website, Cloud Hard copy	Indefinite
Accounts	Identity, contact information,	Hard copy, Cloud, Website	Indefinite
Bank details	Processing payments	Hard copy file	For duration of need to make payments
Councillors names, addresses, telephone numbers, email addresses	Identity, for the purpose of communication	Hard copy file, names and tel numbers on Website and PC noticeboard	During period of office plus 1 year
Councillors declaration of interest and acceptance forms	Identity, required information	Hard copy file. Also held by RVBC	During period of office plus 1 year
Correspondence	Identity, contact information	Hard copy file, emails	6 months after issue is completed
Lease agreements	Identity, contact information, management	Hard copy file	For duration of lease
Paid invoices	Identity, management VAT	Hard copy file May be shared with HMRC for VAT reclaim	Minimum 6 years
Insurance policies	Identity, contact information, management	Hard copy file	2 years
Electoral roll	Knowledge of Parish electorate for election purposes	Hard copy held by Parish Clerk	Until new issue