

Parish Council Annual Data Audit & Retention Schedule

Approved by: Potter Heigham Parish Council

Date Approved: 11th March 2026

Review Date: 11th March 2029

Introduction to the Data Audit

This audit provides a detailed overview of the personal data held by the Parish Council. It records the types of data collected, the purposes for which it is processed, storage locations, legal bases and recommended retention periods. The audit supports compliance with data protection legislation, ensures the Council can respond effectively to Freedom of Information requests and identifies records of long-term historical value that may be retained for archival purposes.

DATA AUDIT REGISTER:

Data Category	Type of Data	Purpose	Storage	Legal Basis	Retention Period	Disposal Method	Date of last audit (to be conducted annually by the Clerk)
Councillors	Name, address, contact details, register of interests, declarations	Council governance	Council records, website	Public task / legal obligation	Term of office + 6 years	Secure deletion / shredding	31/03/2026
Council Employees	Name, address, NI number, payroll data, contract, performance records, emergency contacts	Employment administration	Personnel files, payroll system	Legal obligation / contract	6 years after employment ends	Secure deletion / shredding	31/03/2026
Job Applicants	CVs, application forms, references, contact details	Recruitment process	Recruitment files / email	Legitimate interest	6 months after recruitment process	Secure deletion / shredding	31/03/2026

Allotment Tenants	Name, address, contact details, tenancy agreement, payment records	Administer allotments	Allotment records, finance system	Contract / public task	Duration of tenancy + 6 years	Secure deletion / shredding	31/03/2026
Correspondence from Residents	Name, email, contact, content of enquiry	Responding to enquiries	Email system	Legitimate interest / public task	5 years	Secure deletion / shredding	31/03/2026
Formal Complaints	Name, contact, complaint details, investigation records	Complaint handling	Complaint records	Public task	6 years after resolution	Secure deletion / shredding	31/03/2026
Freedom of Information Requests	Name, contact, request content	FOI compliance	FOI register	Legal obligation	5 years	Secure deletion / shredding	31/03/2026
Financial Records	Payroll, invoices, receipts, bank statements	Financial management & audit	Finance system	Legal obligation	6 years + current financial year	Secure deletion / shredding	31/03/2026
Annual Accounts & Audit Reports	Payment records, budgets, precepts	Financial management & audit	Finance system	Permanent (published & filed)	Permanent	Archive	31/03/2026
Suppliers / Contractors	Contact names, emails, business contact info	Contract management	Procurement files	Contract / legitimate interest	6 years after contract ends	Secure deletion / shredding	31/03/2026
Email Records	Names, email addresses, correspondence	Communication & record keeping	Email accounts / archives	Legitimate interest / public task	5 years (unless part of official record)	Secure deletion	31/03/2026
Meeting Records	Names of councillors, public speakers, minutes	Statutory governance	Council minutes	Legal obligation	Permanent	Archive	31/03/2026