

Chetnole and Stockwood Parish Council - DATA AUDIT July 2026

DOCUMENT	PERSONAL DETAIL HELD	PURPOSE	HOW HELD	LEGAL BASIS	LENGTH OF TIME HELD	SHARED WITH	PURPOSE OF SHARING
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STAFF

Employment: Contracts, pension details, CV, etc.	Contact details, NI details, employment history etc.	Employment payment of staff	Electronically and some hard copy.	Legal obligation	Until 7 years after employment ceases with the Parish Council	Not shared	n/a
CVs, personal details, qualifications etc.	Contact details, employment history.	Recruitment	Electronically and some hard copy	Public task	For 6 months after notifying unsuccessful applicants.	Not shared	n/a
Employment and Salaries	Bank details/NI details	Payment of Salaries/Expenses	Electronically, hard copy/ HMRC Online tools	Legal obligation	Duration of Employment	Banking requirements	Authorisationa if necessary

COUNCILLORS

Co-Option applications	Contact details when seeking to become a parish councillor	Reference	Electronically	Public task	3 months after vacacny filled	Dorset Council if required	Election details
Declaration of Interest	Pecuniary and other interests of Parish Council members	legal requirement	Electronically/Websites	Public task	Duration of Council membership	Dorset Council for its Website	Public Information
Contact list of Member detail	Contact details/address	For office and public use	Electronically/website/ public information areas	Public task	Duration of Council membership and 1 year after	Fellow members and th the public	Public Information

CORRESPONDENCE

Planning Applications	Personal details	To assist with planning applications	Electronically/hard copy/ website	Public task	Whilst under discussion	Not shared	n/a
Correspondence from Parish residents	Personal details	For information and in order to respond to public queries	Electronically/hard copy	Public task	For as long as deemed necessary	Council members	To attempt to resolve queries

MEMBERS OF THE PUBLIC

Electoral Register	Names/addresses	Reference	Electronically/hard copy	Public task	Indefinitely	Dorset Council	n/a
Public enquiries	Contact details	To respond to queries	Electronically/hard copy	Public task	For as long as deemed necessary	Not shared	n/a
Grant Applications	Contact details/organisation's details	To enable Council to consider grant requests	Electronically/hard copy	Public task	7 years for audit purposes	Not shared	n/a

MEETINGS							
Minutes	Minutes of Council and Committee Meetings	Record of decisions and discussion	Electronically/hard copy website/Dorset History Centre	Legal obligation	Indefinitely	On website/hard copy/public document	Public information

CONTRACTORS / PROCUREMENT							
Contractors providing goods and services to the Council	Contact details, details of contract/costs/tasks etc	Contractual	Electronically/hard copy	Contract	Life of contract or up to 7 years after for audit	Not shared	n/a

INVOICES							
Paying for goods/services	Goods/services received/supplied/Bank details/addresses	For audit and financial purposes Bank details are stored with the bank reviewed annually and removed when no longer used.	Electronically/hard copy Electronically	Legal obligation Contract	Indefinitely Duration of service provision then one year after cessation	Not shared Not shared	n/a n/a

EMAILS							
Staff and members using government addresses	Names, emails, addresses, personal information.	Information sharing and communication between staff, members, statutory consultancies and members of the public.	Electronically	Public task/contracts	Indefinitely unless personal in nature	Council members	n/a

