

Inventory of Personal Data Captured, Stored and Processed by Ringland Parish Council Reviewed 08/09/2025

					4. Sharing Personal Data	
Category	Personal detail held	Purpose	How held	Legal basis for processing	With whom do we share this data	How long is it held for?
Personel - Clerk to the Council						
Contract	Terms of employment	Contractual	Electronically/Hard copy	Legal obligation		
Payroll/Pension	Address, NI no, Tax Code,	Legislative	Electronically		HMRC, payroll provider, Pension Provider, Audit	
Salary claims	Bank details	Financial	Electronically/Hard copy		Bank, Audit	
Timesheets	Hours and record of work	Contractual/Audit	Electronically			
Appraisal	Performance & development	Contractual	Electronically			
Public Contact (List)	Address, email, tel no	Public reference	Electronically/Hard copy	Public Task	Public	
Councillors						
Register of Interests	Disclosable pecuniary & other interests	Democracy	Hard Copy	Legal obligation	This is Public Knowledge	
Contact information	Name, address, email, tel no	Communication	Electronically/Hard copy	Public Task	Name is public knowledge	
Public Contact (List)	email &/or tel no	Public reference	Electronically/Hard copy	Consent	Public	
Contractors /Suppliers where we hold personal data of a natural person (not the						
Quotes/Invoices	Name, address, email, tel no, bank details	Business/Financial	Electronically/Hard copy	Contract	Audit, Public exercise of rights - inspection on audit	
Village Hall Hire						
Hirer	Name, address, email, tel no	Contractual	Electronically/Hard copy	Contract		
Canoe permits						
Applicant	Name, address, email, tel no	Contractual	Electronically/Hard copy	Contract		
Grazing applications						
Applicant	Name, address, email, tel no	Contractual	Electronically/Hard copy	Contract		
Residents						
Electoral Register	Name, address	Legislative	Hard Copy	Public Task	Public Document required by law,. RPC choose to hold.	
Email sign up	Name, address, email	Communication	Electronically/Hard copy	Consent		
Members of public						
Enquiries	Name, address email, tel no	Democracy	Electronically/Hard copy	Public Task		
Volunteers						
Village volunteers	Name, address, email, tel no	Communication	Electronically/Hard copy	Consent	Name is public knowledge, other data is confidential	