



HAMPSTEAD
NORREYS
PARISH COUNCIL

Hampstead Norreys Parish Council

Data Audit

Version number	1.0	Minute reference	25/057
Date adopted	25 th September 2025	Review due	Annually

Data Held	Purpose of Processing	How is the Data Held	Legal Basis	Length of Time to be Held	Is the Data Shared	Purpose of Sharing
Councillors						
Register of Interests	Legal obligation to display on website and provide a copy to the Monitoring Officer	Paper in filing cabinet. Electronically on password-protected laptop. Version with redacted signature on Parish Council website.	Legal obligation	For the duration of the time that the councillor is a member of the parish council	Electronically with Monitoring Officer. Version with redacted signature on website.	Legal requirement
Contact Information	Administration of the council	Electronically on password-protected laptop.	Legal obligation	For the duration of the time that the councillor is a member of the parish council	No	N/A
Bank account information	Reimbursement of expenses	Electronically on Unity Trust Bank online banking	Legal obligation	For the duration of the time that the councillor is a member of the parish council	Unity Trust Bank	Pay expenses

Councillors' names in minutes	Legal obligation to include the names of Councillors in the minutes	Electronically on the Parish Council website. Electronically on password-protected laptop. On paper in the Minute Books, either in the Parish Council Office or lodged at the Royal Berkshire Archives.	Legal obligation	In perpetuity.	Electronically on the Parish Council website. On paper in the Minute Books, lodged at the Royal Berkshire Archives.	Legal requirement
Chair of Meeting's signature	Legal obligation to include the names of Councillors in the minutes	On paper in the Minute Books, either in the Parish Council Office or lodged at the Royal Berkshire Archives.	Legal obligation	In perpetuity.	On paper in the Minute Books, lodged at the Royal Berkshire Archives.	Legal requirement
Staff						
Employment details / contract	Legal obligation	Paper in filing cabinet. Electronically on password-protected laptop.	Legal obligation	Until 6 years after employment has ceased with the Parish Council	No	N/A
Name, address contact details, date of birth, national insurance number	Legal obligation	Electronically on a password-protected laptop.	Legal obligation	Until 6 years after employment has ceased with the Parish Council	HMRC, Berkshire Pension Fund	Reporting of PAYE and pension obligations
Bank account information	Payment of salaries	Electronically on Unity Trust Bank online banking	Legal obligation	For duration of employment	Unity Trust Bank	Pay salary

CVs and applications of job applicants	Recruitment	Electronically on password-protected laptop.	Legal obligation	For 6 months after notifying unsuccessful applicant/s	No	N/A
Correspondence						
Correspondence including names and email addresses	To respond to correspondence	Electronically on password-protected laptop.	Public task	6–12 months	Redacted emails may be shared with Councillors	To assist in resolving queries
Residents						
Electoral Register	The verification of elector eligibility for nominations and co-options	Electronically on password-protected laptop.	Public task	Current year only	Must not be shared.	N/A
Contractors						
Name and contact details	Contractual	Electronically on password-protected laptop.	Contract	Duration of contract plus 7 years	No	N/A
Invoices	Goods/services received	Electronically on password-protected laptop.	Contract	6 years following the end of the financial year	No	N/A
Bank account information	Payment of invoices	Electronically on Unity Trust Bank online banking	Contract	For duration of contract	Unity Trust Bank	Pay invoices

Document Updates

Version	Date	Amendments
1.0	25/09/2025	Adopted