

Epworth Town Council Data Audit

August 2020

Data Classification					
Local resident	LR				
Management of facilities	MF				
Staff/Volunteers	S				
Contract Management	CM				
Statutory Duty	SD				
Policies/Procedures	PP				
Community Services	CS				
Description	Data Classification	Lawful basis for processing	Users/access	Recipients	Retention period
Minutes full council & committees	SD	Legal	Signed copies secure storage; electronic copy on web-site	Cllrs/public	Permanent
Agenda full council & committees	SD	Legal	Hard copy on notice boards, electronic on website & facebook	Cllrs/public	4 years
Supporting documents/reports	SD	Legal	Held by clerk electronic copy on website	Cllrs/public	4 years
Acceptance of office forms (councillors)	SD	Legal	Secure storage by clerk	View by request	To end of term of office
Register of interests (councillors)	SD	Legal	Secure storage of original by clerk, copy NLC, web-site	View by request	18 months from end of term of office
Co-option records (councillors)	SD	Legal	Secure storage or original by clerk	View by request	4 years
Correspondence (listed with minutes)	SD/LR	Legal	Original with clerk copies to councillors	View by request	permanent
Planning	PP	legal statutory consultee	NLC website	Cllrs/public	Administration period
Register of Electors	PP	Public interest	Electronic copy held by clerk	Not shared	Annual publication period
Insurance Policy	SD	Legal	Secure storage by clerk	Cllrs/internal auditor	Permanent
Tenders & quotations	SD	Legal	Secure storage by clerk	Cllrs	Permanent
Financial information receipts & payments	SD	Legal	Secure storage signed	Cllrs/website	Permanent
Supporting financial documents incl statements	PP	Legal	Secure storage by clerk	View by request	Permanent
VAT information	SD	Legal	Secure storage by clerk	View on request	Permanent
Asset Register	PP	Legal	Secure storage by clerk	Cllrs/insurers/internal auditor/view by request	Permanent
Policies & Procedures	PP	Legal	Secure storage by clerk	Cllrs/web-site view by request	Permanent
Annual Return (AGAR)	SD	Legal	Secure storage by clerk	Hard copy on notice boards/web-site/internal auditor/external auditor/Cllrs View by request	Permanent
ECHO magazine	PP	Public interest	Held by clerk	hard copies delivered to residents/website/facebook	Administrative use
Staff personal files	S	Legal	Held by clerk	Not shared	7 years beyond employment
CEP (Community Emergency Plan)	PP	Public Interest	Held by clerk	NLC	Annual review
Play equipment inspection records	PP/MF	Public interest	Held by clerk	Insurance/view by request	Permanent
Cemetery Records	SD	Legal/Cemetery regulations	Secure storage by clerk	View on request	Permanent
Scale of Fees re Cemetery	SD	legal	Held by clerk/copy on website/notice board	Copy/view on request	Reviewed periodically
Title Deeds Cemetery/Kings Head Croft QE11 Field	SD	Legal	Secure storage by clerk	View on request	Permanent
Memorial Inspection records	PP/MF	Public interest	Held by clerk	View on request	Permanent
Risk Assessments	SD/PP	Legal/Public interest	Held by clerk	View on request/internal audit	Administrative use