

Harpley Parish Council's Information Audit

Harpley Parish Council

Approved on 25.7.2024

Review on 19.3.2026

Category	Documents held	Personal details held	How held	Legal basis	Shared with	Purpose of sharing	Length of time to be held
Staff	HR Records incl contract, references, application, appraisals, grievance & disciplinary	Name, address, telephone numbers, email address, CV and employment history	Electronically, Paper copy	Contract/Legal Obligation	Councillors	Appointment, annual appraisal, fidelity claim	12 months from termination (for references)
Councillors	Application for co-option	Contact details Personal history Contact details	Electronically, paper copy	Public task	Parish Councillors	Consideration at meeting	3 months after vacancy filled if unsuccessful. Until resignation or election if successful.
Declaration of interest	Register of Interests	Pecuniary and other interests of parish councillors	Electronically, Paper copy	Public Task	KLWNBC on their website	Public task	Length of time person is a councillor
Enquiries	Contact details	email, address telephone number	Electronically, paper copy	Public task	Councillors if required and with permission	to obtain information, make decision on action	For as long as necessary
Contractors providing goods and services to the Parish Council	Contact details	Name, address, email, telephone number, bank details	Electronically and paper copies	Contract	Internal Auditor	Audit	Length of contract with Council
Local Organisations	Contact details	working relationships, contact information point	Electronically and paper copies	Public Task	Shared on website where group has a link, when requested in relevant enquiry	Public Task	For as long as details are relevant