

Somerton Town Council
Information Asset Register

To whom does it relate?	What Data is it?	1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data			3. Consent		4. Sharing Personal Data			5. Our internal processes		
		Including Sensitive Data?	What is it for?	Why do we have it?	Are we legally obliged to hold this data? NOTE: If we are legally obliged to hold it, no consent is needed.	Have we got a contract or privacy notice relating to the data subject?	If we have a contract with the data subject, does it demonstrate all necessary consents?	With whom do we share this data?	Who is responsible for keeping this data?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?		
Staff															
	Contract	Yes	HR	It is a contract	No	Contract	Yes	External Professional Adviser- NO	Clerk	On appointment and on review	Duration of Employment plus 7 years	Hard Copy	Lock & key		
Councillors															
	Declarations of Interest	Yes	Democracy	Legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 1 year	Hard Copy	Password/ Lock & key		
	Register of Interest	Yes	Democracy	Legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 1 year				
	Personal Contact Details	No	Democracy	Legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 1 year	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key		
	Email Addresses	No	Democracy	Legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office	Desktop PC/ Google Drive/ Website	Password/ Lock & key		
Contractors /Suppliers where we hold personal data of a natural person (not the data of a limited company or of another council)															
	Contact details	No	Business	Contact	No	Contract	Yes		Clerk	When Appointed	See document Retention Policy	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key		
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key		
Finance															
	Annual Accounts	No	Business	Audit Legislative requirement	No	Contract	Yes	Auditor, Public inspection on audit	Responsible Finance Officer	On raising	Indefinite	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key		
	Annual Return	No	Business	Audit Legislative requirement	No	Contract	Yes	Auditor, Public inspection on audit	Responsible Finance Officer	On raising	Indefinite	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key		
	Paying in Books	No	Business	Audit Legislative requirement	No	Contract	Yes	Auditor, Public inspection on audit	Responsible Finance Officer	On raising	Last completed Audit	Hard Copy	Lock & key		
	Cheque book stubs	No	Business	Audit Legislative requirement	No	Contract	Yes	Auditor, Public inspection on audit	Responsible Finance Officer	On raising	Last completed Audit	Hard Copy	Lock & Key		
	Bank Statements	No	Business	Audit Legislative requirement	No	Contract	Yes	Auditor, Public inspection on audit	Responsible Finance Officer	On raising	7 years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key		
	VAT Records	No	Business	Audit Legislative requirement	No	Contract	Yes	Auditor, Public inspection on audit	Responsible Finance Officer	On raising	7 Years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key		
	Salary Records including Time Sheets	No	Business	Audit Legislative requirement	No	Contract	Yes	Auditor, Public inspection on audit	Responsible Finance Officer	On raising	12 Years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key		
	Tax and NI Records	No	Business	Audit Legislative requirement	No	Contract	Yes	Auditor, Public inspection on audit	Responsible Finance Officer	On raising	7 Years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key		
	Quotations and Tenders	No	Business	Legislative requirement	No	Contract	Yes	Auditor, Public inspection on audit	Responsible Finance Officer	On raising	6 years Limitation Act 1980	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key		
Residents															
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	Clerk	On receipt	1 Year	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key		
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, Monitoring Officer, MPs,	Clerk	On receipt	1 year	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key		
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	2 years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key		
	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key		

Community Organisations														
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	Whilst valid	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
	Grant Requests	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External Professional Advisers, Auditor, Councillors	Clerk	On receipt	7 years for those granted. 3 Months for those rejected.	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
Planning														
	Planning Applications	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Clerk	On receipt	All planning applications and decisions notices are available at SSDC. There is no requirement to retain duplicates locally. All Town Council recommendations in connection with these applications are recorded in Council Minutes and retained indefinitely. Correspondence received in connection with applications will be retained as stated.	Desktop PC/ Google Drive/ Hard Copy	None required	
General Contacts														
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Nobody without consent	Clerk	On raising	Whilst valid	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
	Routine correspondence and emails	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Nobody without consent	Clerk	On raising	6 months	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
	General information	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Nobody without consent	Clerk	On raising	3 months	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
Insurance														
	Certificate of Employers Liability	Yes	Democracy	Contact, Legislative Requirement, Audit	Yes	Privacy Notice	Not applicable	This is Public Knowledge	Clerk	On raising	40 years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
	Certificate of Public Liability	Yes	Democracy	Contact, Legislative Requirement, Audit	Yes	Privacy Notice	Not applicable	This is Public Knowledge	Clerk	On raising	40 years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
	Insurance Policies	Yes	Democracy	Contact, Legislative Requirement, Audit	Yes	Privacy Notice	Not applicable	External Professional Advisers, Auditor, Councillors	Clerk	On raising	Whilst valid	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
Assets														
	Asset Register	Yes	Democracy	Contact, Legislative Requirement, Audit	Yes	Privacy Notice	Not applicable	This is Public Knowledge	Clerk	On raising	Indefinite	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
	Deeds, leases	Yes	Democracy	Contact, Legislative Requirement, Audit	Yes	Privacy Notice	Not applicable	External Professional Advisers, Auditor, Councillors	Clerk	On raising	Indefinite	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
Community Building														
	Booking Policies	Yes	Democracy	Contact, Legislative Requirement, Audit	Yes	Privacy Notice	Not applicable	This is Public Knowledge	Clerk	On raising	7 years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
	Copies of bills to hirers	Yes	Democracy	Contact, Legislative Requirement, Audit	Yes	Privacy Notice	Not applicable	External Professional Advisers, Auditor, Councillors	Clerk	On raising	7 Years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
	Scale of Fees and charges	Yes	Democracy	Contact, Legislative Requirement, Audit	Yes	Privacy Notice	Not applicable	External Professional Advisers, Auditor, Councillors	Clerk	On raising	6 Years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
Car Parking														
	Lease Agreements / rental payments	Yes	Democracy	Contact, Legislative Requirement, Audit	Yes	Privacy Notice	Not applicable	External Professional Advisers, Auditor, Councillors	Clerk	On raising	Indefinite	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
	Copies of penalties and income	Yes	Democracy	Contact, Legislative Requirement, Audit	Yes	Privacy Notice	Not applicable	External Professional Advisers, Auditor, Councillors	Clerk	On raising	7 Years main correspondnace held with SSDC	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
	Scale of Fees and charges	Yes	Democracy	Contact, Legislative Requirement, Audit	Yes	Privacy Notice	Not applicable	External Professional Advisers, Auditor, Councillors	Clerk	On raising	6 Years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
Cemetery														
	Fees, payments and sums	Yes	Democracy	Contact, Legislative Requirement, Audit	Yes	Privacy Notice	Not applicable	This is Public Knowledge	Clerk	On raising	7 years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
	Copies of bills to cemetery purchases	Yes	Democracy	Contact, Legislative Requirement, Audit	Yes	Privacy Notice	Not applicable	External Professional Advisers, Auditor, Councillors	Clerk	On raising	7 Years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
	Scale of Fees and charges	Yes	Democracy	Contact, Legislative Requirement, Audit	Yes	Privacy Notice	Not applicable	External Professional Advisers, Auditor, Councillors	Clerk	On raising	Reviewed annually and retained for 7 years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
Play Areas														
	Playground Inspections	Yes	Democracy	Contact, Legislative Requirement, Audit, Insurance	Yes	Privacy Notice	Not applicable	External Professional Advisers, Auditor, Councillors	Clerk	On raising	21 years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
Council Meetings														
	Minute Book	Yes	Democracy	Legislative Requirement, Audit	Yes	Privacy Notice	Not applicable	This is Public Knowledge	Clerk	On raising	Indefinite	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
	Agendas	Yes	Democracy	Legislative Requirement, Audit	Yes	Privacy Notice	Not applicable	This is Public Knowledge	Clerk	On raising	5 years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	
Accident Reporting														
	Accident Reports	Yes	Democracy	Contact, Legislative Requirement, Audit, Insurance	Yes	Privacy Notice	Not applicable	External Professional Advisers, Auditor, Councillors	Clerk	On raising	20 years	Desktop PC/ Google Drive/ Hard Copy	Password/ Lock & key	

10th October 2018

Council Profile	Large Community Council
	Councillors 15
	Staff 6: Town Clerk Full time & Deputy Town Clerk Full Time, Part Time Car Park Officer and Care Taker Part time and 2 cleaners part time

	Electorate 2700
	Precept 2018/2019 £330,000