

## **Churchill Parish Council Privacy Notice**

Churchill Parish Council aims to comply with the Data Protection Act 2018 and the General Data Protection Regulation (the Regulation).

This privacy policy explains how we use any personal information we collect about you.

What do we collect?

The personal details collected are dependent on the service you want. In some areas it may just mean entering your name and email address; however other online forms may need more details to ensure all the right elements of your service request can be dealt with.

There are various reasons why we need to collect personal data. For example, we may need to ask for your contact details for correspondence purposes. Similarly, we may need information to fulfil our statutory obligations and regulatory responsibilities.

This website uses Google Analytics to monitor website usage and performance. However, this data is logged anonymously, and IP Addresses are not recorded.

How do we use your information?

We aim only to collect the information necessary for what we do. We aim to comply with the principles of The Data Protection Act 2018.

We collect and process personal data about you to:

- Deliver support services.
- Manage the services we provide.
- Train and manage the employment of our staff who deliver those services.
- Help investigate any enquiries or complaints you make about our services.
- Keep track of spending on services
- Check the quality of services.
- For research and planning of new services

How does the law allow us to use your information?

There are several legal reasons why we need to collect and use your personal data.

Generally, we collect and use personal information where:

- It is required by law.
- You, or your legal representative, have given consent.
- You have entered into a contract with us.
- It is necessary to perform our statutory duties.
- It is necessary to protect someone in an emergency.
- It is necessary for employment purposes.
- You have made your information publicly available.
- It is necessary for legal cases.
- It is to the benefit of society as a whole.
- It is necessary to protect public health.
- It is necessary for archiving, research, or statistical purposes.

How long will we keep your information?

Information from you will be retained until it is no longer needed and/or until the retention period has been reached. The Retention Schedule is listed below.

### **Access to your information**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact us at [clerk@churchillpc.org.uk](mailto:clerk@churchillpc.org.uk)

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. We ask that you give us accurate information, and that you tell us as soon as possible if there are any changes, such as a new address.

#### Disclosure

We do not disclose your personal information to third parties for their marketing and advertising purposes without your explicit consent.

#### How safe is your information?

We protect your information using technical and organisational security measures to reduce the risks of loss, misuse, unauthorised access, disclosure, and alteration.

#### How to contact us

Please contact us if you have any questions about our privacy policy or information, we hold about you:

Puriton Parish Council, 17 Sealey Close, Cheddar, Somerset, Parish

Clerk: [clerk@puritonparishcouncil.gov.uk](mailto:clerk@puritonparishcouncil.gov.uk)

#### How to make a complaint regarding Data Protection?

If you have completed the internal complaints process and are still not satisfied, you may complain to the Information Commissioner at [www.ico.org.uk](http://www.ico.org.uk)

DOCUMENT	RETENTION PERIOD	WHY RETAIN
<b>Council official records:</b>		
Signed Minutes	Permanently	Legal
Agenda	4 years	Legal
Acceptance of Office	Permanently	Legal
Declaration of interest	Permanently	Legal
Members allowances register	6 years	Legal
Legal scale of fees and charges	5 years	Audit
<b>Quotations</b>		
Capital expenditure (successful)	Permanently	Audit
Revenue expenditure (successful)	Current plus 1 year	Audit
<b>Employee Records</b>		
Accident reports	3 years	Legal
Legal payment changes	6 years	Legal
Amended code number notice	6 years	Legal
Contribution records	Permanently	Legal

Actuarial valuation reports	Permanently	Legal
Records of ex-pensioners	6 years after benefit ends	Legal
Pension investment policies	12 years after benefit ends	Legal
Inland Revenue Approvals	Permanently	Legal
Staff personal records	7 years after employment ends	Legal
Expenses accounts	7 years	Legal
Staff overtime	3 years	Audit
Redundancy/long service awards	7 years	Legal
<b>Wages</b>		
P45, P58, P48, P6, P60	7 years	Legal
Income tax/pay details	7 years	Legal
Returned tax	7 years	Legal
Schedule of deductions	7 years	Legal
Pay advice	2 years (current plus 1)	Legal
Payroll	7 years (current plus 6)	Audit
Annual earnings summary	13 years (current plus 12)	Legal
Wages book	12 years	Legal
<b>Sub-contractors:</b>		
Time sheets	Current plus 1 year	Legal
Insurance:		
Public and product liability policies	Permanently	Legal
Legal Certificate of Insurance	40 years	Legal
<b>Cash Records</b>		
Bank paying in counterfoils	Last completed audit year	Audit
Bank/Giro account statements	Last completed audit year	Audit
Daily cash book	7 years	Legal
Banking returns	7 years	Legal
Unrepresented cheque list	7 years	Legal
Bank reconciliations	7 years	Legal
Petty cash, postage, phone records	7 years	Audit
Main cash book	Permanently	Legal
Cash received/cheque payment sheets	7 years	Legal
Pension fund details	Permanently	Legal
Cheque stubs/remittance advice	Last completed audit year	Audit
Invoice	7 years (revenue)	Legal
Purchase requisitions	2 years	Audit

Purchase orders	2 years (revenue) 3 years after expiry (capital)	Audit
VAT records	7 years	VAT
<b>Title Deeds, etc.:</b>		
All title deeds and property-related documents	12 years after expiry of interest	Legal
<b>Legal Contract Agreements, etc</b>		
Under seal	12 years after expiry	Legal
Others	6 years after expiry	Legal
Contractors time sheets	Current plus 6 years	Legal
Invoices with no official orders	Current plus 6 years	Legal
<b>Donation and Subscription Records:</b>		
Government grants if not now receiving	6 years	Legal
Government grants	if still receiving Permanently	Legal
<b>Property Receipts:</b>		
Leases	12 years after lease end	Legal
Architect builder agreements	6 years after contract ends	Legal
Planning permission	12 years after interest ends	Legal
<b>Halls, Centres, Recreation Grounds:</b>		
Applications to hire, lettings diaries, copies of bills to hirers, records of tickets issued.	6 years	VAT
<b>Allotments:</b>		
Register and plans	Permanently	Audit, archive
Planning: Applications, Permissions, Refusals, Appeals (All papers)	Current plus 1 year	For information
<b>Other Documents:</b>		
NALC, SALC, etc.	information	As long as relevant
<b>Magazines and Journals:</b>		
Local Council Review	5 years	
Others	1-2 years	
<b>Correspondence:</b>		
Public	Current plus 1 year	
Internal Bodies	Current plus 2 years	
Internal Grant Forms	Current plus 1 year	Internal