Mattishall Parish Council information audit - reviewed 2 March 2026, next review March 2027

For the purposes of data protection, details are provided below of information held by the Parish Council

Document	Personal detail held	Purpose	How it is held	Legal basis	Length of time to be held	Shared with	Purpose of sharing
Personnel - Staff							
Employment: e.g. contract, pension, CV, appraisal	Contact details, National Insurance number, employment	For setting up and managing employment of staff	Electronically / hard copy	Legal obligation	Until 6 years after employment has ceased with the Parish Council	Not shared	n/a
CVs & applications of job applicants	Contact details and personal details of employment history	Recruitment	Electronically / hard copy	Public task	For 6 months after notifying unsuccessful applicant/s	Not shared	n/a
Councillors							
Application for co-option	Contact details and reasons for wanting to become a parish councillor	Reference	Electronically	Public task	For 6 months after councillor vacancy filled	Not shared	n/a
Declaration of Interests forms	Pecuniary and other interests of parish councillors	Legal requirement	Breckland Council	Public task	For length of time a councillor is a member of the Parish Council	Breckland Council's website	Public information
Contact list of councillors' details	Contact details	Reference - for the public to contact councillors	Electronically, hard copy, Parish Council newsletter and noticeboard (phone and email addresses only)	Public task	To be updated/amended as change dictates and kept for up to a year after a councillor leaves the Council	The public via website, newsletter and noticeboard	Public information
Members of the public							
Electoral Register	Names, addresses	Reference	Electronic copy	Public task	Current year only (until new register is issued by the District Council)	Not shared	n/a
Enquiries to and from members of the public	Contact details	To request information, pass on information or make a statement	Electronically / hard copy	Public task	For 6 months (some emails may be kept longer if it conflicts with the documents listed above)	Not shared	n/a
Emergency Plan	Contact details	In order to contact them regarding a matter relating to an emergency	Electronically	Public task	For duration of the plan	Shared with Breckland District Council	Compliance with District Council
Grant applications	Contact details, reasons for requesting grant, other relevant details about organisation requesting grant	To consider requests for grants from local non-profit making organisations	Electronically / hard copy	Public task	If awarded a grant, for up to 7 years for auditing purposes. If not awarded a grant, up to one year	Not shared	n/a
List of volunteers for litter picks and working parties (Wild and Wood Committee)	Contact details	Reference - to contact villagers about forthcoming events	Electronically / hard copy	Public task	6 months	Not shared	n/a
Contractors							
Contractors providing goods or services to the Parish Council	Contact details, details of contract between the two parties	Contractual	Electronically / hard copy	Contract	Life of the contract and up to 7 years for auditing purposes	Not shared	n/a
Allotments							
Details of Mattishall Allotment Society	Contact details and legal tenancy agreement	Contractual	Electronically	Contract	For the duration of the Tenancy Agreement	Mattishall Allotment Society	n/a
Burial Records							
Exclusive rights of burial	Contact details of family member/s	Need to keep in contact with family in event of any issues	Electronically / hard copy	Contract	Indefinitely	Not shared	n/a
Emails							
Staff and Councillors using gov.uk email addressess	Names, emails, addresses, personal information	Information sharing and communication between staff, Councillors, statuorty consultees and members of the public	Electronically	Contract / public task	For 6 months from receipt of email (some emails may be kept longer if it conflicts with the documents listed above)	Parish Council	n/a