**Information Audit for GDPR 2018**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Subject** | **Personal Details** | **Where From** | **Purpose** | **Legal Basis** | **Time Held** | **Shared With** | **Purpose of Sharing** | **Privacy Notices** | **Destruction Date** |
| Personnel | Clerk | Contract | GPC | Contractual | Article 6(b) | During employment | Councillors | Appraisal | February 2018 | 6 months from termination |
|  |  | PAYE | GPC | RTI | Article  6(b) | As above | Auditor | Audit | As above | As above |
|  |  | Training Details | GPC | Contractual | Article  6(b) | As above | Councillors | Appraisal | As above | As above |
| Incoming/outgoing correspondence | Electors | Names, addresses, email, telephone | Electors | Complaints/queries | Article  6(e) | 6 years | Councillors | To attend to deal with complaints/queries | When corresponding | 6 years |
| Allotments | Tenants | Names, addresses, invoice details | Tenants | Tenancy Agreements | Article  6(c ) | During tenancy | Auditors | Audit | New tenants from January 2018 | 6 years after end of tenancy |
| Electoral Roll | Electors | Names, addresses | NNDC | Precept | 6(e ) | One year | None | N.A. | NNDC | On receipt of new Roll |

Approved……14.3.18………………………..

Review ……May 19………………………….