

## Bitterley Parish Council

Data Audit: October 2025								
Type	Personal Data	Reason	Method of collection	Legal Basis	Sharing	Controls	Period of Retention	Notes
Minutes	Names, addresses, statements	Information	Via meetings	Legally allowed	Public via notice boards, website	None required. Retained by the clerk for 5 years	Indefinite	Stored at Shropshire Archives after 5 years.
Planning Applications	Names, addresses	Information	Via planning portal	Legally allowed	Via planning portal	None required as public information	Do not retain	Retained by Shropshire Council
Newsletters, etc from outside bodies	Names	Information	Circulated in paper and electronic format by the editors	Publicly available	Via PC website	Not necessary	Delete once no longer relevant	
Employment Record	Names, Addresses, dates of birth, NI and bank details, timesheets, disciplinary records, health/sickness records, pension records	Legally required for employment purposes	Obtained from the employee	Legally required	Not shared except with HMRC, pension provider	Kept on password protected laptop or paper files in locked cabinet	12 years. Timesheets for 3 years.	
PC Financial Records including VAT	Names of contractors, staff, councillors allowances	Audit	Invoices/PO's/expenses slips/quotes/tenders	Legally Required	Publicly available accounts. Suppliers, staff,	Public document available on PC website	Retain the receipt and payment account and AGAR	The bank statements, cheque book stubs can be

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					councillors information kept on password protected laptop and locked filing cabinet.		indefinitely once audit complete. VAT records retained for 6 year.	destroyed after audit
Councillors Details	Names Addresses	Evidence of declarations of office, declaration of interests	From Councillors via form or uploaded to Shropshire Council website	Legally Required	Public documents	On SC, PC website and in locked filing cabinet	Until end of electoral term	
Insurance Policies	Record of provider and claims which may include names, addresses	Required for claims	From parties involved in claims	Legally required	Personal details not available to the public	On password protected laptop/locked filing cabinet	12 years.	
Correspondence	Names, addresses	At request of individuals to provide information to council	From individual	Permission given by individual	Personal details not shared.	Retained on password protected laptop/locked filing cabinet		
Register of Electors	Names, addresses	For electoral purposes only	From Shropshire Council	Legally available to PC	Not shared. Form completed by clerk and Shropshire Council informed when clerk leaves	Retained in locked filing cabinet	Destroy at change of clerk or end of year.	Form signed by present clerk

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