

Data Audit March 2026 - Personal Data

Data Held	Where Held	Retention Policy	Justifiable - lawful reason to Keep	Reason explained	Date of destruction / deletion	Reason for retention
Employment Records -	Locked cabinet and restricted digital folder	Required for Employees	Yes	Employment Law, Payroll, Pensions	within 2 years of employee leaving	HMRC / Pension Queries. Sickness record for references requested
Application forms (job applications) CV's and supporting recruitment documentation	Locked cabinet and restricted digital folder	Up to 6 months for non successful applicants	Yes	Recruitment records are retained to demonstrate fair and transparent recruitment process and to respond to any queries or challenges	Deleted and securely destroyed after 6 months	Employment best practice
Councillor Information	Locked Cabinet	During Term	Yes	Minimal contact details and validity checks obtained. Additional details held for bank signatories	After term if not re-elected or standing for Council. After signatories removed	Minimal information held and not given unless person or persons agree i.e. signatories
Grant Organisational Information	Paper copies & shared drive	current + 1	Yes	Grant payees organisational details for payment of grant. Minimal information held for payment and history of payment reasons	Paper copies to be destroyed following year of audit. Digital copies of basic grant information to be kept for 3 years plus current in order to provide council with any history requested before approvals	To ensure grant awardees are treated fairly and are awarded without prejudice an audit trail is available for payments made in annual audits
Volunteer Contacts	On paper, main office cupboard	Until advised no longer volunteering	Yes	Minimal details kept for contact. List taken for emergency contact details at events. List destroyed after event as no longer needed. Volunteers asked to sign policy as re-check of volunteer list	On confirmation of no longer volunteering. After events have finished i.e. remembrance parade volunteers	Minimal contact information to ask if they are available