

St Asaph City Council – Personal Data Inventory

1. Personal Data we hold			2. Lawful Basis				3. Consent	4. Data Sharing	5. Our Internal Process				6. Action
To whom does it Relate?	What is the Data?	Sensitive Records?	What is it for?	Why do we have it?	Do we have Privacy notice?	Are we legally obliged to hold it?	If Contract – does it demonstrate necessary consent?	With whom do we share it?	How Often is it checked?	How long do we keep it?	Who keeps it?	Security	Action Required
Staff	Employment Contracts	Yes	HR	Employment	Contract	No	Yes	External Professional Advisors	On appointment & when amended	See Note 1	Clerk/ Mayor	Locked cabinet	
	Leave/Sickness Records	Yes	HR	Employment	Yes	No	N/A	External Professional Advisors/Payroll Service/HMRC	Weekly	6 years	Clerk/ Mayor	Locked cabinet	
	Disciplinary/Grievance Record	Yes	HR	Employment	Yes	No	N/A	External Professional Advisors	As required	18 months	Clerk/ Mayor	Locked cabinet	
	Passport Details	Yes	HR	Legislative	Not required	Yes	N/A	External Professional Advisors/Payroll Service/HMRC	On appointment	See Note 1 & Note 2	Clerk/ Mayor	Locked cabinet	
	DBS Checks	Yes	HR	Employment	Yes	No	N/A	External Professional Advisors	On appointment/as required	6 mths	Clerk/ Mayor	Locked Cabinet	
	References	Yes	HR	Employment	Yes	No	N/A	External Professional Advisors	On appointment	See Note 1	Clerk/ Mayor	Locked cabinet	
	Next of kin details	Yes	HR	Employment	Yes	No	N/A		As required	See Note 1 & Note 2	Clerk/ Mayor	Locked Cabinet	
	Accident/ Injury Record	Yes	HR	Health & Safety Legislative	Not required	Yes	N/A	External Professional Advisors/ H&S Executive/ Insurers	As required	21 years	Clerk	Locked cabinet/ locked Storage room	
	Pension details	Yes	HR	Legislative	Not required	Yes	N/A	External Professional Advisors/ Payroll Service/ HMRC/ The	Monthly	Indefinitely	Clerk	Locked Cabinet	

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								Pension Regulator					
	PAYE	Yes	HR	Legislative	Not required	Yes	N/A	External Professional Advisors/ Payroll Service/ HMRC	Monthly	6 years	Clerk	Locked cabinet	
	Payroll	Yes	HR	Employment/ Legislative	Not required	Yes	N/A	External Professional Advisors/ Payroll Service/ HMRC	Monthly	6 years	Clerk	Locked cabinet Password	
	Contact Details	Yes	HR	Employment	Yes	No	N/A	External Professional Advisors/ HMRC/ Payroll Service	As required	See Note 1 & Note 2	Clerk/ Mayor	Locked Cabinet	
	Bank Details	Yes	HR	Salary/ Expenses	Yes	No	N/A	Council's bankers/ Payroll Service	Monthly	See Note 1 & Note 2	Clerk	Locked Cabinet	
	Job applications (unsuccessful)	Yes	HR	Employment	Yes	No	N/A		On application	6 mths	Clerk	Locked Cabinet	
	Job applications (Successful)	Yes	HR	Employment	Yes	No	N/A		On appointment	See Note 1	Clerk/ Mayor	Locked Cabinet	
	Appraisals	Yes	HR	Employment	Yes	No	N/A		As required	See Note 1 & Note 2	Clerk/ Mayor	Locked Cabinet	
	Performance Plans	Yes	HR	Employment	Yes	No	N/A		As required	See Note 1 & Note 2	Clerk/ Mayor	Locked Cabinet	
Councillors	Declarations of Interest	Yes	Democracy	Legislative	Not required	Yes	N/A	Public Document				Published	
	Members' Allowances Register	Yes	Democracy	Legislative	Not required	Yes	N/A	Public Document				Published	
	Payroll	Yes	Democracy	Payment of Allowances/ Legislative	Not required	Yes	N/A	HMRC/ Payroll Service	As required	6 years	Clerk	Password	
	Bank details	Yes	Finance	Allowance/ Expenses	Yes	No	N/A	Council's bankers/ Payroll Service	As required	Greater of term of office + 1	Clerk	Locked cabinet	

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										year or six years			
	Accident/ injury record	Yes	Health & Safety	Health & Safety Legislative	Not required	Yes	N/A	External Professional Advisors/ H&S Executive/ Insurers	As required	21 years	Clerk	Locked Cabinet/ Published	
	Contact details	No	Democracy	Legislative	Yes	No	N/A		As required	Term of office + 1 year	Clerk	Locked cabinet	
	Next of Kin Details	Yes	Duty of Care	In case of illness or accident	Yes	No	N/A		As required	Term of office + 1 year	Clerk	Locked cabinet	
	DBS Checks	Yes	If required for work with vulnerable individuals	Legislative	Yes	No	N/A	External Professional Advisors	As required	6 mths	Clerk	Locked cabinet	
Volunteers	DBS Checks	Yes	If required for work with vulnerable individuals	Legislative	Yes	No	N/A	External Professional Advisors	As required	6 mths	Clerk	Locked Cabinet	
	Contact Details	No	Management	Management	Yes	No	N/A		As required	Term + 1 year	Clerk	Locked Cabinet	
	Next of kin Details	Yes	Duty of Care	In case of illness or accident	Yes	No	N/A		As required	Term + 1 year	Clerk	Locked Cabinet	
Members of the Public	Accident/ Injury record	Yes	Health & Safety	Health & Safety Legislative	Not required	Yes	N/A	External Professional Advisors/ H&S Executive/ Insurers	As required	21 years	Clerk	Locked cabinet	
	Contact Details	Yes	Civic Events	Invitation List	Yes	No	N/A	Only with consent	Annually	2 years	Clerk	Locked Cabinet	
	Complaints	Sometimes	Democracy	Democracy	Yes	No	N/A	External Professional Advisors/ Insurers	As required	2 years	Clerk	Locked Cabinet	

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	Freedom of Information requests	No	Democracy	Democracy	Yes	Yes	N/A	External Professional Advisors/ ICO	On receipt	1 year	Clerk	Locked cabinet	
	General Correspondence	Sometimes	Democracy	Democracy	Yes	No	N/A	External Professional Advisors	On receipt	2 years	Clerk	Locked cabinet	
	Claims/ Legal Dispute records	Yes	Democracy	Democracy	Yes	Sometimes	Sometimes	External Professional Advisors/ Insurers	As required	6 years	Clerk	Locked cabinet/ Locked Storage Room	
	Payment Records	Yes	Financial	Legislative	Not required	Yes	N/A	External Professional Advisors/ HMRC	On receipt	6 years	Clerk	Locked Cabinet/ Locked Storage Room	
	Community Engagement questionnaires and responses	No	Democracy	Community Engagement	Yes	No	N/A		On receipt	6 months after decision	Clerk	Locked Cabinet	
	CCTV Images	Yes	Crime & Disorder Act 1998 s17	Security of Council Property	CCTV Policy & Signs	No	N/A	Insurers/ Police	As required	28 days unless required by Police/ Insurers	Clerk	CCTV system in locked storage room	
	Electoral register	No	Democracy	Democracy	Not required	No	N/A		On receipt	1 year	Clerk	Locked Cabinet	
Community Organisations	Contact details	No	Democracy	Contact	Yes	No	N/A	Only with consent	Annually	2 years unless website entry requested	Clerk	Locked cabinet	
	Grant Application Forms	Sometimes	Democracy	Service to Community	Yes	Yes	N/A	External Professional Advisors	Annually	6 years	Clerk	Locked Cabinet	
	Nominations of External Committee Members	No	Democracy	Contact	Yes	No	N/A	Names become public knowledge	On appointment	Term of Office	Clerk	Locked Cabinet/Storage Room	

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Civic Lists	Contact details	No	Events	Invitations	Yes	No	N/A	Only with Consent	Annually	2 years	Clerk	Laptop Password Protected	
Stallholders	Contact details	Yes	Fairs	Contact	Yes	No	N/A	External Professional Advisors	Annually	2 years	Clerk	Laptop Password Protected	
	Application	Yes	Fairs	Allocation of spaces	Yes	Yes	N/A	External Professional Advisors	On receipt	6 years	Clerk	Locked Cabinet/ Locked Storage Room	
	Unsuccessful Applications	Yes	Fairs	Financial	Yes	Yes	N/A	External Professional Advisors	On receipt	6 months	Clerk	Locked Cabinet	
	Bank/Payment Details	Yes	Fairs	Financial	Yes	Yes	N/A	Council's Bankers/ HMRC	On receipt	6 years	Clerk	Locked Cabinet/ Locked Storage Room	
	Records – food hygiene PAT testing etc	Sometimes	Fairs	Legislative	Yes	Yes	N/A	External Professional Advisors	On receipt	3 years	Clerk	Locked Cabinet/ Locked Storage Room	
	Insurance Details	Yes	Fairs	Legislative	Yes	Yes	N/A	External Professional Advisors	On receipt	21 years	Clerk	Locked Cabinet/ Locked Storage Room	
	Complaints	Sometimes	Fairs	Democracy	Yes	No	N/A	External Professional Advisors	On receipt	2 years	Clerk	Locked Cabinet	
	Accident/ Injury records	Yes	Fairs	Health & Safety Legislative	Not required	Yes	N/A	External Professional Advisors/ Health & Safety executive/ Insurers	As required	21 years	Clerk	Locked cabinet/ Locked Storage Room	
Property	Leases & Licences	Yes	Property	Council Function	Yes	No	Yes	External Advisors	Annually	Indefinitely	Clerk	Locked Cabinet/	

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	Conveyance Documents	No	Property	Council Function	No	No	No	Public Document	As required	Indefinitely	Council's Solicitors – Clerk has copies	Locked Storage Room Locked cabinet	
	Tenant Contact details	Yes	Property	Contact	Yes	No	Yes	External Advisors	As required	Term of agreement	Clerk	Locked Cabinet/ Locked Storage Room	
	Lettings Diaries	Sometimes	Property	Legislative	Yes	Yes	N/A	External Advisors/ HMRC	As required	6 years	Clerk	Locked Cabinet/ Locked Storage Room	
	Applications to Hire	Sometimes	Property	Legislative	Yes	Yes	N/A	External Advisors/ HMRC	As required	6 years	Clerk	Locked Cabinet/ Locked Storage Room	
	Covenants	No	Property	Council Function	Yes	No	N/A	Public Document	Annually	Indefinitely	Clerk	Locked Cabinet/ Locked Storage Room	
	Payment records	Yes	Property	Council Function	Yes	Yes	Yes	External Advisors/ HMRC	On receipt	6 years	Clerk	Locked Cabinet/ Locked Storage Room	
	Correspondence with Tenants	Yes	Property	Council Function	Yes	No	N/A	External Advisors	On receipt	Indefinitely dependent on contents	Clerk	Locked Cabinet/ Locked Storage Room	
	Public Rights of Way	No	Property	Council Function	Yes	No	N/A	Public Document	Annually	Indefinitely	Clerk	Locked Cabinet/ Locked Storage Room	
Contractors	Contact details	No	Business	Contact	Yes	No	Yes	External Advisors	As required	On conclusion	Clerk	Laptop Password Protected	

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										of all contracts			
	Invoices	Yes	Business	Payment	Yes	Yes	Yes	External Advisors/ HMRC	On receipt	6 years	Clerk	Locked Cabinet/ Locked Storage Room	
	Job Sheets	Yes	Business	Procurement	Yes	No	Yes	External Advisors/ HMRC	On issue	6 years	Clerk	Locked Cabinet/ Locked Storage Room	
	Quotations	Yes	Business	Procurement	Yes	No	Yes	External Advisors	On receipt	6 years	Clerk	Locked Cabinet/ Locked Storage Room	
	Insurance Details	Yes	Business	Contract	Yes	No	Yes	External Advisors	On receipt	21 years	Clerk	Locked Cabinet/ Locked Storage Room	
	Bank Account Details	Yes	Business	Payment	Yes	No	Yes	Council's Bankers/ HMRC	On receipt	6 years	Clerk	Locked Cabinet/ Locked Storage Room	
	References	Yes	Business	Contract	Yes	No	Yes	External Advisors	On receipt	6 years	Clerk	Locked Cabinet/ Locked Storage Room	
	Accident/ Injury Record	Yes	Health & Safety	Health & Safety Legislative	Not required	Yes	N/A	External Professional Advisors/ H&S Executive	As required	21 years	Clerk	Locked Cabinet/ Locked Storage Room	
General	e-mail addresses	Yes	Democracy	Contact	Yes	No	N/A		Annually	1 year	Clerk	Laptop Password Protected	
	Planning Objections	No	Democracy	Consultees	Yes	No	N/A	Public Document	On receipt	2 years	Clerk	Locked Cabinet	

St Asaph City Council – Personal Data Inventory

Council Profile	
Councillors	14
Vacant seats	0
City Clerk	0.8 fte
Precept 2026/2027	£185362
Play Areas	4
Buildings	3
Community Buildings	1
Sports Pavilions	2
Allotments	1 site
Open Spaces	2
Grazing Field	1

Notes:

1. All staff records – Retention Period Duration of employment & 5 years
2. Records included with Personnel file.