

**Trimingham Parish Council
Information Audit**

Category	Name	Personal detail held	Purpose	Legal basis	Length of time	Shared with	Purpose of sharing	Privacy Notice	Destruction date if known
Personnel	J.I. Chance	Contract	Contractual	Article 6(c)	Employment	Members	Management	Signed April 2018	6 months from termination
		Salary Claims	Financial	Article 6(c)	7 years	Internal and External Auditor	Audit Trail	As above	7 years from termination
Councillors		Address, Tel, Email	Functions, activities of the Council	Article 6(e)	Council Term	Website Notice board	For public information	As above	End of Council term/resignation
Contractors (where sole traders)		Address, Tel, Email	Contractual	Article 6(c)	7 years	External Audit Internal Audit	Financial Management	As above	7 years following year end
Local Groups		Address, Tel, Email	Functions, Financial	Article 6(c)	7 years	External Audit Internal Audit	Financial Management	As above	7 years following year end
Correspondence		Address, Tel, Email	Consent	Article 6 (a)	5 years	N/A	N/A	Consent	5 years

