

Sutton Parish Council's Information Audit

Completed by Cherrie Woods, Parish Clerk on 05/03/2026

Approved on 10/03/2026

Document	Personal details held	Purpose	How is it held	Legal Basis	Length of time to be held	Shared with	Purpose of sharing
Personnel-Staff							
Employment: e.g. contract, pension, CV, appraisal	Contact details, National Insurance number, employment history	For setting up and managing employment of staff	Electronically/hard copy	Legal Obligation	Until 12 months after employment has ceased with the parish council	Payroll, pension provider, councillors/HR Committee	Management of staff
CV's and applications of job applicants	Contact details and personal details of employment history	Recruitment	Electronically/hard copy	Public task	For 6 months after notifying unsuccessful applicant/s	Councillors/HR Committee	Recruitment
Councillors							
Applications for co-option	Contact details and reasons for wanting to be a parish councillor	Reference	Electronically/hard copy	Public task	3 months after councillor vacancy filled	Not shared	n/a
Declaration of interests forms	Pecuniary and other interests of parish councillors	Legal requirement	Received by Clerk then sent to North Norfolk District Council	Public task	For length of time a councillor is a member of the parish council	North Norfolk District councils website with link from the parish councils website	Public information
Contact list of councillors details	Contact details	Reference for the public	Electronically/hard copy/noticeboards/parish magazine	Public task	To be updated/amended as change dictates and kept for up to a year after a councillor leaves the council	The public via website, magazine and noticeboard	Public information

Members of the public							
Electoral register	Names, addresses	Reference	Electronic copy	Public task	Current year only (until new register is available by district council)	Not shared (District to share with parish council)	n/a
Enquiries from members of the public	Contact details	To request information, pass on information or make	Electronic/hard copy	Public task	For as long as is necessary	Not shared	n/a
Contact list of local farmers and land owners	Contact details	In order to contact them via a matter relating to their land	Electronically/Hard copy	Public task	For as long as farmer/land owner is contact for the land in Sutton	Not shared	n/a
Grant Applications	Contact details, reasons for requesting grant, other relevant details about organisation requesting grant	To consider requests for grants from local non profit making organisations	Electronically/Hard copy	Public task	If awarded a grant, for up to 7 years for auditing purposes. If not awarded a grant, up to 1 year	Not shared	n/a
Contractors							
Contractors providing goods or services to the parish council	Contact details, details of contract between the two parties	Contractual	Electronically/Hard copy	Contract	Life of the contract and up to 6 years for audit purposes	Not shared	n/a
Allotments							
Tenancy Agreement	Contact details & signature (on tenancy agreement)	Contractual	Electronically/Hard copy	Contract	Up to 6 years after plot vacated for audit purposes	Not shared	n/a
Moorings							
Permit plus documents requested in line with moorings policy	Contact details & signature (on permit agreement) insurance details, boat details, broads authority information	Contractual	Electronically/Hard copy	Contract	Up to 6 years after plot vacated for audit purposes	Not shared	n/a
Licence Holders							

Licence Agreement	Contact details & signature (on licence agreement) insurance details, details of boats as requested as part of agreement	Contractual	Electronically/Hard copy	Contract	Up to 6 years after plot vacated for audit purposes	Not shared	n/a
Emails							
Emails held by staff and councillors using gov.uk email addresses where possible	Names, emails, addresses, personal information	Information sharing and communication, staff, councillors, statutory consultees and members of the public	Electronically/Hard copies printed for reference purposes when necessary	Contract/public task	For 6 months (some emails may be kept longer if it conflicts with the documents listed above	Parish council	n/a