

<b>MAUTYBY PARISH COUNCIL - INFORMATION AUDIT</b>				
<b>Category</b>	<b>Subject</b>	<b>Personal Details</b>	<b>Purpose</b>	<b>Legal Basis</b>
Staff	Sara Burns	Contract	Contractual	Article 6c
		Payroll	HMRC/RTI	Article 6c
			Pensions	
		References	Contractual	Article 6c
			Fidelity Guarantee	
Finance	Kerrie Wilton	Name, address, phone, email	Contractual	Article 6c
Contractor	Maple Trees	Name, address, phone, email	Contractual	Article 6c
	AAA Pest Control	Name, address, phone, email	Contractual	Article 6c
	Sparkys Services	Name, address, phone, email	Contractual	Article 6c
<b>Personal Information in the Public Domain</b>				
Council	Councillors	Name, address, phone and email	Public	
Adopted January 2026				

<b>Length of Time</b>	<b>Shared With</b>	<b>Purpose of Sharing</b>	<b>Privacy Statement</b>	<b>Destruction Date</b>
Duration of Employment	Councillors	Appraisal		6 months from termination for references
Duration of Employment	Payroll provider	Pay		7 years from termination
Duration of Employment	Councillors and Insurer			Termination of Employment
7 years	Councillors/Public - Name only	Internal Auditor		7 years from end of financial year audited
7 years	Councillors/Public - Name only	Grass Cutting Contract		7 years from end of contract
7 years	Councillors/Public - Name only	Mole Treatment		7 years from end of contract
7 years	Councillors/Public - Name only	Electrical Services		7 years from end of contract
Duration of service	Public	Public Service		When appt as a Cllr ends