

LESSINGHAM PARISH COUNCIL - INFORMATION AUDIT				
Category	Subject	Personal Details	Purpose	Legal Basis
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
Personal Information in the Public Domain				
Council	Councillors	Name, address, phone and email	Public	
Adopted January 2026				

Length of Time	Shared With	Purpose of Sharing	Privacy Statement	Destruction Date
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
Duration of service	Public	Public Service		When appt as a Cllr ends