

GDPR DATA/INFORMATION AUDIT @ May 2022 Version 1

<b>COUNCILLORS</b>							
<b>PERSONAL DATA PROCESSED</b>	<b>PURPOSE OF PROCESSING</b>	<b>HOW PROCESSED</b>	<b>LAWFUL BASIS FOR PROCESSING</b>	<b>CONSENT TO PROCESS - HOW ACQUIRED</b>	<b>HOW STORED</b>	<b>SECURITY/ACCESS</b>	<b>ACTION REQUIRED</b>
<b>Members</b>							
Register of interests	legal requirement	displayed on website; sent to monitoring officer at principal authority	Compliance with legal obligation	statutory duty to complete - Localism Act 2011	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive	ensure only holding current councillors information, shred when dispose
Contact information	admin of council/electorate contact	held by clerk; telephone contact number only on website & noticeboard so electorate who Cllrs represent can contact direct	Public interest	Consent freely given for the purpose stated when elected/coopted onto the parish council	electronically + paper + mobile phone	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive. Telephone contact details only for Cllrs on website/noticeboard so electorate they represent can contact directly. PW locked mobile phone	ensure only holding current councillors information, shred when dispose
Councillors names in minutes, ie showing attendance	legal requirement	appears in minutes	Compliance with legal obligation	statutory requirement to record -LGA 1972 SCH12 para40	electronically + paper	publicly accessible on website and minute book	None - archived minutes to NYCC County Records Office
<b>EMPLOYEES</b>							
<b>PERSONAL DATA PROCESSED</b>	<b>PURPOSE OF PROCESSING</b>	<b>HOW PROCESSED</b>	<b>LAWFUL BASIS FOR PROCESSING</b>	<b>CONSENT TO PROCESS - HOW ACQUIRED</b>	<b>HOW STORED</b>	<b>SECURITY/ACCESS</b>	<b>ACTION REQUIRED</b>
Personal details	legal obligation	HMRC	Compliance with legal obligation	statutory duty to comply	electronically - HMRC Basic tools + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	ensure former employees information only retained for the legislative maximum time. Shred when dispose paper copies
Employment details/contract	legal obligation	held by clerk	Compliance with legal obligation	statutory duty to comply	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	ensure former employees information only retained for the legislative maximum time. Shred when dispose paper copies
<b>ELECTORS/PARISHIONERS</b>							
<b>PERSONAL DATA PROCESSED</b>	<b>PURPOSE OF PROCESSING</b>	<b>HOW PROCESSED</b>	<b>LAWFUL BASIS FOR PROCESSING</b>	<b>CONSENT TO PROCESS - HOW ACQUIRED</b>	<b>HOW STORED</b>	<b>SECURITY/ACCESS</b>	<b>ACTION REQUIRED</b>
Electoral roll	admin for the annual parish meeting only	to identify electors at annual PM	Public interest	Provided by the Principal Authority	electronic	Electronically on password protected computer, backed up on password encrypted hard drive.	Only keep current year data
E-mail addresses	communication with PC	used to communicate response	Public interest	Consent freely given for the purpose stated	held inline with document retention policy or until item resolved	Electronically on password protected computer, backed up on password encrypted hard drive.	state what e-mail address will be used for on reply e-mail (i.e. link to privacy notice)
Letters - contact details	communication with PC	used to communicate response	Public interest	Consent freely given for the purpose stated	stored until matter dealt with and in line with document retention policy	Paper in locked cabinet/clerk holds key	shred when dispose
Telephone number	communication with PC	used to communicate response	Public interest	Consent freely given for the purpose stated	stored until matter dealt with	Paper in locked cabinet/clerk holds key	shred when dispose
Planning applications	statutory consultee/legal obligation	used solely to aid response to Local Planning Authority	Public interest	Provided by Local Planning Authority	emails from LPA on password protected computer; annual summary of planning applications (ref only) on pw protected computer/backed up on pw encrypted hard drive; links on parish council website to LPA planning portal	Electronically on password protected computer, backed up on password encrypted hard drive. Paper in locked cabinet/clerk holds key	Shred when dispose. Ensure no personal data displayed at PC meetings or agenda/minutes etc
<b>GRANT APPLICATIONS</b>							
<b>PERSONAL DATA PROCESSED</b>	<b>PURPOSE OF PROCESSING</b>	<b>HOW PROCESSED</b>	<b>LAWFUL BASIS FOR PROCESSING</b>	<b>CONSENT TO PROCESS - HOW ACQUIRED</b>	<b>HOW STORED</b>	<b>SECURITY/ACCESS</b>	<b>ACTION REQUIRED</b>
Names, addresses, e-mail, telephone number	processing grant application by parish council	used to respond to and process grant application	Public interest	Consent freely given for application purpose only	Held in line with PC document retention policy	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	none
<b>PUBLIC AUTHORITIES/ THIRD PARTY ORGANISATIONS/ BUSINESSES</b>							
<b>PERSONAL DATA PROCESSED</b>	<b>PURPOSE OF PROCESSING</b>	<b>HOW PROCESSED</b>	<b>LAWFUL BASIS FOR PROCESSING</b>	<b>CONSENT TO PROCESS - HOW ACQUIRED</b>	<b>HOW STORED</b>	<b>SECURITY/ACCESS</b>	<b>ACTION REQUIRED</b>
Names, role, addresses, e-mail, telephone number	correspond with LA's	correspond with LA to report issues under their authority	Public Interest/Compliance with Legal obligation	duty to report issues under LA control	held in line with statutory requirements and document retention policy	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	none
Names, addresses, e-mail, telephone number	communication with PC	used to communicate response or facilitate engagement on public interest issues	Public Interest	Consent freely given for the purpose state (ie community groups, church, village hall and so on)	held in line with statutory requirements and document retention policy	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	none
Names, addresses, e-mail, telephone number	correspond with contractor and administer contract	correspond with contractor and administer contract	Contractual necessity	contract (supplier, maintenance, subscriptions and so on)	held in line with statutory requirements and document retention policy	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive. Legal obligation to detail all payments made (ie payee) under Transparency Regulations via website	none