

GDPR DATA/INFORMATION AUDIT:

COUNCILLORS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Members						
Register of interests	legal requirement	displayed on website; sent to monitoring officer at principal authority	Legal Obligation	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted one drive.	ensure only holding current councillors data
Contact information	admin of council	held by clerk	Public Task	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted one drive.	ensure only holding current councillors data
Councillors names in minutes, ie showing attendance	legal requirement	appears in minutes	Legal Obligation	electronically + paper	publicly accessible on website and minute book	none
EMPLOYEES						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Personal details	legal obligation	HMRC/pension provider	Legal Obligation	electronically - HMRC Basic tools	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted one drive.	Consent form completion if the Council wants to use the data for other purposes. Ensure that the data of former employees only retained for the legislative maximum time
Employment details/contract	legal obligation	held by clerk	Legal Obligation	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted one drive.	ensure former employees information only retained for the legislative maximum time
Bank details	process payroll	input for electronic banking	Legal Obligation	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted one drive.	ensure only holding current employees data
ELECTORS/PARISHIONERS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Electoral roll	admin for the annual parish meeting only	to identify electors at annual PM	Public Task	electronic	password protected document stored on password protected computer	none
E-mail addresses	communication with PC	used to communicate response	Public Task	held for 6 months inline with PC retention policy	Electronically on password protected computer, backed up on password encrypted one drive.	state what e-mail address will be used for on reply e-mail (i.e. privacy notice)
Letters - contact details	communication with PC	used to communicate response	Public Task	stored until matter dealt with	Paper in locked cabinet/clerk holds key	
Planning applications	statutory consultee/legal obligation	used solely to aid response to Local Planning Authority	Public Task	summary only in appendix to minutes and planning register	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted one drive.	none - ensuring no personal data is displayed at PC meetings (or agendas, minutes etc)
GRANT APPLICATIONS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	processing grant application	used to respond to and process grant application	Public Task	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 one drive.	none
CONTRACTS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	correspond with contractor and administer contract	correspond with contractor and administer contract	Contractual necessity	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 one drive.	none
PAVILION BUILDING						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	correspond with hirer and administer contract, T&C and monthly invoicing	correspond with hirer and administer contract, T&C and monthly invoicing	Contractual necessity	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.	Privacy notice to issue. Consent form required if the council wants to process the data for other purposes outside of hire administration.
NEWSLETTERS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	To circulate newsletters and information on council activities	issue hirer agreement forms and send	Public task	held in line with statutory requirements and document retention policy	Electronically on password protected computer, backed up on password encrypted one drive.	Consent form required if the council wants to process the data for other purposes outside of distributing information. Subscriber can opt out at any time and details will be deleted.