

GDPR DATA / INFORMATION AUDIT MAY 2018

Councillors	Purpose of Processing	How Processed	Lawful Basis for Processing	Consent to Process – How Acquired	How Stored	Security / Access	Action Required
<b>Councillors</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, Clerks home. Electronically on password protected computer, backed up on password encrypted hard drive	Ensure only holding current Councillors information
Contact information	Administration of Council	Held by Clerk	Public interest	Request made when elected	Electronically + Paper	Paper in locked cabinet, Clerks home. Electronically on password protected computer, backed up on password encrypted hard drive	Ensure only holding current Councillors information
Councillors names in minutes, i.e. showing attendance	Legal requirement	Appears in minutes	Compliance with legal obligation	Statutory requirement to record LGA 1972 Schedule 12 para 40	Electronically + Paper	Publicly accessible on website and in printed minutes	None
<b>Employees</b>							
Personal Details	Legal obligation	HMRC/Pension	Compliance with legal obligation	Statutory duty to comply	Electronically + Paper	Paper in locked cabinet, Clerks home. Electronically on password protected computer, backed up on password encrypted hard drive	Consent form completion and ensure former employees information retained for the legislative maximum time
Employment details / Contract	Legal obligation	Held by Clerk	Compliance with legal obligation	Statutory duty to comply	Electronically + Paper	Paper in locked cabinet, Clerks home. Electronically on password protected computer, backed up on	Ensure former employees information only retained for maximum legislative time

						password encrypted hard drive	
Bank details	Process payroll	Input for electronic banking	Compliance with legal obligation	Consent acquired when commenced employment	Electronically + Paper	Paper in locked cabinet, Clerks home. Electronically on password protected computer, backed up on password encrypted hard drive	Ensure only holding current employees information
Electors/ Parishioners Personal data processed							
Electoral Roll	Administration, Annual Parish Meeting only	To identify electors at Annual Meeting	Public interest	Provided by Principal Authority	Paper	Paper locked in cabinet clerks home	None
E – Mail addresses	Communications with Parish Council	Used to communicate responses	Public interest	Consent freely given for purpose stated	Held in line with Council Retention Policy	Paper in locked cabinet, Clerks home. Electronically on password protected computer, backed up on password encrypted hard drive	State what e mails will be used for on reply e mail (i.e. privacy notice)
Letters – contact details	Communication with Parish Council	Used to communicate responses	Public interest	Consent freely given for purpose stated	Stored until dealt with	Disposed of in line with Council retention Policy	None
Planning Applications	Statutory Consultee/Legal obligation	Used solely to aid response to Local Planning Authority	Public interest	Provided by Planning Authority	Not Stored can be accessed via Local Planning Authority	None	None
Grant Applications Personal Data Processed							
Names, addresses, e mail	Processing grant applications by Parish Council	Used to respond to and process grant application	Public interest	Consent freely given for application purpose only	Held in line with Statutory requirements and document	Paper in locked cabinet, Clerks home. Electronically on password protected	None

					retention policy	computer, backed up on password encrypted hard drive	
Contracts							
Names, addresses, E Mails,	Correspond with contractor and administer contract	Issue tenancy and respond	Contractual necessity	Contract	Held in line with Statutory requirement and Retention Policy	Paper in locked cabinet, Clerks home. Electronically on password protected computer, backed up on password encrypted hard drive	None