

DALTON PARISH COUNCIL 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 or link to principal authority listing on website; sent to monitoring officer at principal authority	Compliance with legal obligation	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
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 hard drive	Ensure only holding current councillors information
Contact information - public accessible	Public accessibility	Displayed on website / Displayed in newsletter	Consent	Electronically + paper	Consent to be publically accessible	Consent forms to be completed by Councillors wishing information to be in public domain
Councillors names in minutes, ie showing attendance	Legal requirement	Appears in minutes	Compliance with 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	Compliance with legal obligation	Electronically - HMRC Basic tools	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	Consent form completion and ensure former employees information only retained for the legislative maximum time
Employment details / contract	Legal obligation	Held by clerk	Compliance with legal obligation	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
Bank details	Process payroll	Banking	Compliance with legal obligation	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 employees information
Job applications / CVs	Admin of council	Held by clerk	Compliance with legal obligation	Electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	Recommended to hold for 6 months following appointment. Ensure no older applications / CVs are kept.
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	Electronically	Clerk access only	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 hard 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 to aid response to Local Planning Authority	Public Task	Electronically + paper	Publicly accessible on website and minute book	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 by parish council	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 hard drive.	None
CONTRACTS / SUPPLIERS						
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 hard drive.	None
GALA						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	Communication of gala / Communication of guidance, rules and procedures	Correspond with stall holders	Consent	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 and consent form. Obtain specific written consent from stall holders regarding the use of the personal information provided to the council
RECREATION GROUND HIRERS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	Correspond with hirers / arrange hire agreements	Correspond with users and administer agreements	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.	None
VOLUNTEERS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	Correspond with volunteers / emergency contact information	Arrangement of rotas / communication of information for volunteering roles	Consent	Held in line with statutory requirements and document retention policy	Paper in locked cabinet. Electronically on password protected computer, backed up on password encrypted hard drive.	Privacy notice and consent form. Obtain specific written consent from volunteers regarding the use of the personal information provided to the council.