

Hutton Le Hole Parish Council

Documentation to support processing activities and personal data

Personal data is held to support payroll processing and contact information to communicate with Councillors and members of the public.

Information is held on employees, contractors and councillors. The information is held on a secure laptop and where by deed of regulation on the parish council website.

Purpose of Processing	Category of individual	Category of personal data
Staff administration	Employees	Contact details
		If paid by Bacs financial data
Councillor Communication	Councillors (a)	Contact details
		Register of interest
Payments	Contractors	Application relating to tender
		Contact details
	Third party suppliers	Insurance certification
		Invoice information
Receipts	Local Government	Contact details
		Grant awarding bodies
Agendas and minutes	Councillors	See above (a)
	Planning Authorities	Consultee plans

Sensitive data including employee financial data is not shared with anyone outside the Parish Council other than this the majority of data is in the public domain and available to view via third party web sites. In respect of Council data, other than that published within the register of interests, this is only available by written authority of the Councillor and members of the public communicating with the Council.

All emails sent by the Clerk must indicate the retention policy for information received by the Council not covered with regulation.

If there is no regulation regarding information sent to the Council and used by Council documentation and contact information will be held for 6 years unless requested otherwise and will then be securely disposed of either by fire or cross shredding (paper copy)

Information is published on the Council website and with specific request in respect of Freedom of Information or legislative investigation. Freedom of information requests are circulated immediately on receipt by the Clerk and other requests for information not of a legislative nature will be dealt with on a case by case basis and the noted individuals MUST give permission prior to the information being shared. How do you keep it safe?