

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
Register of interests	Legal requirement	Displayed on website or link to principal authority listing 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	Ensure only holding current councillors information
Contact information	Administration of council	Held by clerk	Public Task	Electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer	Ensure only holding current councillors information
Emails	Legal requirement	Emails managed by individual Councillors. Clerk manage access rights / enable / disable accounts	Legal Obligation / Consent	Electronically	Password protected laptop	Routinely audit data stored and delete where appropriate / periodically
Bank Mandate	Administration of council	Forms completed and held via Clerk. Issued to relevant bank.	Consent	Electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer	Destroyed when resolution of council superseded adjusting signatories
Accident forms	Legal requirement	Completed following an incident. Depending on outcome can be processed via insurance. Stored in line with legislation	Legal obligation	Electronically + paper	Blank accident forms stored with first aid kit, once completed form removed and placed in locked cabinet / clerk holds key. Electronically on password protected computer	Ensure completed forms are removed from the folder and stored in locked cabinet for the legal period of time and then disposed of. Email correspondence deleted as per legal timescales
Contractual documentation - such as legal / leases etc	Legal requirement	Signing as legal requirement	Legal obligation	Electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer. Solicitors locked cabinet.	None
Contact information - public accessible	Public accessibility	Contact is advertised as via Clerk	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	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/employment committee/HR advisor/General correspondence/Payroll provider	Legal obligation / Contract	Electronically / HMRC Basic tools / Pension provider / External payroll provider /Paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer	Consent form completion and employee contract. Ensure former employees information only retained for the legislative maximum time, inline with retention policy
Employment details, including references and relevant medical records / contract	Legal obligation	Contract issued on appointment to post and stored in HR files	Legal obligation / Contract	Electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer.	Ensure former employees information only retained for the legislative maximum time, inline with retention policy
Bank details	Process payroll	Banking	Legal obligation / contract	Electronically	Electronically on password protected computer / online banking application	Ensure only holding current employees information, inline with retention policy
Accident forms	Legal requirement	Completed following an incident. Depending on outcome can be processed via insurance. Stored in line with legislation	Legal obligation	Electronically + paper	Blank accident forms stored with first aid kit, once completed form removed and placed in locked cabinet / clerk holds key. Electronically on password protected computer	Ensure completed forms are removed from the folder and stored in locked cabinet for the legal period of time and then disposed of. Email correspondence deleted as per legal timescales
Job applications / CVs	Admin of council	Held by clerk / viewed by nominated	Legal obligation	Electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer.	Recommended to hold for 6-12 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	
Accident forms	Legal requirement	Completed following an incident. Depending on outcome can be processed via insurance. Stored in line with legislation	Legal obligation	Electronically + paper	Blank accident forms stored with first aid kit, once completed form removed and placed in locked cabinet / clerk holds key. Electronically on password protected computer	Ensure completed forms are removed from the folder and stored in locked cabinet for the legal period of time and then disposed of. Email correspondence deleted as per legal timescales
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, phone number, bank details	Processing grant application by parish council	Used to respond to and process grant application	Public Task / Consent	Held in line with PC document retention policy	Paper in locked cabinet/clerk holds key. Electronically on password protected computer. Bank details on internet banking application	Data removed inline with document retention policy

CONTRACTS / SUPPLIERS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail, phone number. Bank details, health and safety documentation	Correspond with contractor and administer contract	Correspond with contractor and administer contract, including to council meetings when appropriate	Contract	Held in line with statutory requirements and document retention policy. Electronically and paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer. Bank details on internet banking application	Data removed inline with document retention policy in accordance with contract awarding periods

EVENTS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail, photographs, health and safety documentation	Communication of events / facilitate running of events. Communication of guidance, rules and procedures	Correspond with stakeholders	Consent / Legal	Held in line with statutory requirements and document retention policy. Electronically and paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer	Privacy notice and consent form. Obtain specific written consent from stall holders regarding the use of the personal information provided to the council. Written consent form use of photographs.

HALL HIRERS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail, bank details, phone number	Correspond with hirers / arrange hire agreements	Correspond with users and administer agreements including with caretakers, bar provider	Contract	Held in line with statutory requirements and document retention policy. Electronically and paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer. Banking application	Once hire agreement obligations are met documentation deleted.