

Sandy Lane Parish Council Data Audit, August 2021

COUNCILLORS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Members							
Register of interests	Legal requirement	Displayed on website; sent to monitoring officer at principal authority	Compliance with legal obligation	Not required, statutory duty to complete	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' data (destroy old copies)
Contact information	Administration of council	Held by clerk	Public task	Request made when elected	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 data (destroy old data)
Councillors names in minutes, ie showing attendance	Legal requirement	Appears in minutes	Compliance with legal obligation	Statutory requirement to record (LGA 1972, Sch 12, para 40)	Electronically + paper	Publicly accessible on website and minute book	None
EMPLOYEES							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Personal details							
Personal details	Legal obligation	Shared with HMRC/pension provider	Legal obligation	Not required	Electronically - HMRC Basic tools - and paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard 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 (review Document and Retention Policy and ensure compliance)
Employment details/contract	Legal obligation	Held by clerk	Compliance with legal obligation	Not required	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	Stored; shared with payroll provider	Contract; compliance with legal obligation	Not required	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 data
ELECTORS/PARISHIONERS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Electoral roll							
Electoral roll	Admin for the Annual Parish Meeting (APM) only	To identify electors at APM	Legal obligation; public task	N/A: provided by District Authority	Electronically	Electronically on password protected computer	None: use only for intended purpose
Email addresses	Communication with PC	Used to communicate response	Public task	Consent	Held for 6 months inline with PC retention policy	Electronically on password protected computer, backed up on password encrypted hard drive.	State what email address will be used for on reply email (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	Dispose of in accordance with document retention policy
Planning applications	Statutory consultee/legal obligation	Used solely to aid response to Local Planning Authority	Legal obligation; public interest	Provided by Local Planning Authority	Addresses documented in mins	Paper in locked cabinet.	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	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, email							
Names, addresses, email	Processing grant application by PC	Used to respond to and process grant application	Public task	Consent provided for application purpose only	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: use for intended purpose only