

KMLDPC GDPR DATA/INFORMATION AUDIT: May 2020

| COUNCILLORS | | | |
|---|------------------------------|--|------------------------------------|
| PERSONAL DATA PROCESSED | PURPOSE OF PROCESSING | HOW PROCESSED | LAWFUL BASIS FOR PROCESSING |
| Members | | | |
| Register of interests | legal requirement | displayed on website via link; sent to monitoring officer at principal authority | Compliance with legal obligation |
| Contact information | admin of council | displayed on website and noticeboards | Public interest |
| Councillors names in minutes, ie showing attendance | legal requirement | appears in minutes | Compliance with legal obligation |

| EMPLOYEES | | | |
|--------------------------------|------------------------------|------------------------------|------------------------------------|
| PERSONAL DATA PROCESSED | PURPOSE OF PROCESSING | HOW PROCESSED | LAWFUL BASIS FOR PROCESSING |
| Personal details | legal obligation | HMRC/pension provider | Compliance with legal obligation |
| Employment details/contract | legal obligation | held by Chairman | Compliance with legal obligation |
| Bank details | process payroll | input for electronic banking | Compliance with legal obligation |

| ELECTORS/PARISHIONERS | | | |
|--------------------------------|--|-----------------------------------|------------------------------------|
| PERSONAL DATA PROCESSED | PURPOSE OF PROCESSING | HOW PROCESSED | LAWFUL BASIS FOR PROCESSING |
| Electoral roll | admin for the annual parish meeting only | to identify electors at annual PM | Public interest |
| E-mail addresses | communication with PC | used to communicate response | Public interest |

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|---------------------------|--------------------------------------|---|-----------------|
| Letters - contact details | communication with PC | used to communicate response | Public interest |
| Website | communication with PC | used to provide information updates | Public interest |
| Planning applications | statutory consultee/legal obligation | used solely to aid response to Local Planning Authority | Public interest |

GRANT APPLICATIONS/LOCAL ORGANISATIONS, BUSINESSES & CHARITIES

| PERSONAL DATA PROCESSED | PURPOSE OF PROCESSING | HOW PROCESSED | LAWFUL BASIS FOR PROCESSING |
|--------------------------------|---|--|------------------------------------|
| Names, addresses, e-mail | processing grant application by parish council; promoting organisation, business or charity | used to respond to and process grant application; used to promote at Annual Parish Meeting | Public interest |

CONTRACTS

| PERSONAL DATA PROCESSED | PURPOSE OF PROCESSING | HOW PROCESSED | LAWFUL BASIS FOR PROCESSING |
|--------------------------------|--|--|------------------------------------|
| Names, addresses, e-mail | correspond with contractor and administer contract | correspond with contractor and administer contract | Contractual necessity |

TENANTS

| PERSONAL DATA PROCESSED | PURPOSE OF PROCESSING | HOW PROCESSED | LAWFUL BASIS FOR PROCESSING |
|--------------------------------|------------------------------|------------------------------|------------------------------------|
| Names, addresses, e-mail | legal obligation | issue tenancy and correspond | Compliance with legal obligation |

| CONSENT TO PROCESS - HOW ACQUIRED | HOW STORED | SECURITY/ACCESS |
|--|------------------------|--|
| statutory duty to complete - Localism Act 2011 | electronically + paper | Paper in locked cabinet/clerk holds key. |
| Contact consent letter signed when elected | electronically + paper | Paper in locked cabinet/clerk holds key. |
| statutory requirement to record -LGA 1972 SCH12 para40 | electronically + paper | publicly accessible on website and minute book |

| CONSENT TO PROCESS - HOW ACQUIRED | HOW STORED | SECURITY/ACCESS |
|--|--------------------------------------|---|
| statutory duty to comply | electronically - HMRC Basic tools | Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive. |
| statutory duty to comply | electronically + paper | Paper in locked cabinet/Chair holds key. Electronically on password protected computer, backed up on password encrypted hard drive. |
| consent acquired when commenced employment | electronically + paper | Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive. |

| CONSENT TO PROCESS - HOW ACQUIRED | HOW STORED | SECURITY/ACCESS |
|---|--|---|
| Provided by the Principal Authority | paper | Paper in locked cabinet/clerk holds key |
| Consent freely given for the purpose stated | held for 2 years inline with PC retention policy | Electronically on password protected computer, backed up on password encrypted hard drive. |

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|---|---|---|
| Consent freely given for the purpose stated | held for 2 years inline with PC retention policy | Paper in locked cabinet/clerk holds key |
| Consent freely given in accordance with terms and condition of website policy | held for 2 years inline with PC retention policy | Accessible only to authorised administrators(Clerk & Cllrs) through password protected computers. |
| Provided by Local Planning Authority | held for 6 months inline with PC retention policy | Paper in locked cabinet/clerk holds key |
| | | |

| CONSENT TO PROCESS - HOW ACQUIRED | HOW STORED | SECURITY/ACCESS |
|---|--|---|
| Consent freely given 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. |
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| CONSENT TO PROCESS - HOW ACQUIRED | HOW STORED | SECURITY/ACCESS |
|--|--|---|
| contract | 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. |
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| CONSENT TO PROCESS - HOW ACQUIRED | HOW STORED | SECURITY/ACCESS |
|--|--|---|
| statutory duty and consent freely given for administration purposes only | 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. |
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| ACTION REQUIRED |
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| ensure only holding current councillors information |
| ensure only holding current councillors information |
| none |

| ACTION REQUIRED |
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| ensure former employees information only retained for the legislative maximum time |
| ensure former employees information only retained for the legislative maximum time |
| ensure only holding current employees information |

| ACTION REQUIRED |
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| none |
| emails from Cllrs and Clerk to have footer with link to Privacy notice on website |

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| none |
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| ACTION REQUIRED |
| none |
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| ACTION REQUIRED |
| none |
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| ACTION REQUIRED |
| none |
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