

CATCLIFFE PARISH COUNCIL INFORMATION AUDIT 2018 - 2019

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; 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
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. Also shared with P&N Accountants who process the payroll.	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. Also shared with P&N Accountants who process the payroll.	ensure former employees information only retained for the legislative maximum time
Bank details	process payroll	input for electronic banking	Compliance with legal obligation	electronically	Electronically on password protected computer, backed up on password encrypted hard drive.	ensure only holding current employees information
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	Electronically on password protected computer, backed up on password encrypted hard drive.	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 solely to aid response to Local Planning Authority	Public Task	not stored (can be accessed via local planning portal)	None	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						
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
ALLOTMENT TENANCY						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	legal obligation	issue tenancy and correspond	Compliance with legal obligation	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 members regarding the use of the personal information provided to the council
RECREATION FIELD HIRERS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	legal obligation	issue agreement and correspond	Compliance with legal obligation	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 members regarding the use of the personal information provided to the council
MEMORIAL HALL HIRERS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	legal obligation	issue agreement and correspond	Compliance with legal obligation	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 members regarding the use of the personal information provided to the council