

GDPR DATA/INFORMATION AUDIT Hutton le Hole Parish Council

COUNCILLORS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Register of Interests	Legal Requirement	Available on website. Sent to Monitoring Officer at principal authority.	Compliance with legal obligation.	Statutory duty to complete. Localism Act 2011	Electronically	Electronically on password protected computer	Validate current information for councillors.
Contact Information	Admin of Council	Held by clerk	Public Interest	Requested when elected.	Electronically	Electronically on password protected computer	Hold only information for current councillors.
Names of councillors in minutes.	Legal requirement	Appear in minutes	Compliance with legal obligation.	Statutory requirement to record – LGA 1972 SCH12 para 40	Electronically Paper	Publicly accessible on website and minutes.	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	Legal obligation	HMRC Pension Provider	Compliance with legal obligation	Statutory duty to comply	Electronically HMRC Moore Stephens	Moore Stephens KMS	Consent form completion. Former employees' information only retained for the legislative maximum time.
Employment Details/contract	Legal obligation	Held by clerk	Compliance with legal obligation	Statutory duty to comply	Electronically Paper	Paper in file Electronically on password protected computer	Ditto
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	Administration for the Annual Parish Meeting	To identify electors at Annual Parish Meeting	Public interest	Provided by Principal Authority	Paper	Paper in locked cabinet	None
Email Addresses	Communication with Parish Council	Used to communicate response	Public interest	Legitimate interest	Held for 6 months in line with Retention Policy	Electronically on password protected computer	State what email address will be used for on reply email.
Letters – contact details	Communication with Parish Council	Used to communicate response	Public interest	Legitimate interest	Held until matter dealt with.	Paper in file	Retained until dealt with

Planning Applications	Statutory Consultee Legal obligation	Used solely to aid response to Local Planning Authority	Public interest	Provided by Local Planning Authority	Held in locked cabinet names redacted Can be accessed via local planning portal.	Held in locked cabinet Access by Clerk & Chair only	None
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, emails.	Processing grant application by Parish Council.	Used to respond to and process grant application.	Public interest	Legitimate interest	Held in line with Retention Policy	Electronically on password protected computer	None
CONTRACTS							
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, emails.	Correspond with contractor and administer contract.	Correspond with contractor and administer contract.	Contractual necessity	Contract	Held in line with Retention Policy and Statutory requirements.	Electronically on password protected computer	None
RECEIPTS PAYMENTS							
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, emails.	Processing requests for payment and receipt of funds by Parish Council.	Used to respond to and process monetary over view.	Public interest	Legitimate interest	Held in line with Retention Policy	Electronically on password protected computer	None