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| LETWELL 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 |
| Members |  |  |  |  |  |  |
| Register of interests | legal requirement | displayed on website; sent to monitoring officer at principal authority | Compliance with legal obligation (Localism Act) | electronically + paper | Electronically on password protected computer. | ensure only holding current councillors information |
| Contact information | admin of council | held by clerk | Public task | electronically + paper | Electronically on password protected computer, backed up on password hard drive | ensure only holding current councillors information |
| Councillors names in minutes, ie showing attendance | legal requirement | appears in minutes | Compliance with legal obligation (LGA 1972 sch12) | electronically + paper | Publicly accessible on website and minute book | none |
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| 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 (Emp Law) | electronically - HMRC  Basic tools | Paper held securely by RFO. Electronically on password protected computer, backed up on password encrypted hard drive. | 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 | 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 | input for electronic banking | Compliance with legal obligation | electronically + paper | Electronically on password protected computer, backed up on password encrypted hard drive. | ensure only holding current employees information |
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| 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, | none |
| E-mail addresses | communication with PC | used to communicate response | Public task | held 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 | Electronically on password protected computer, | (Consent only required if data procesed for a different purpose) |
| Planning applications | statutory consultee/legal obligation | used solely to aid response to Local  Planning Authority | Public task | not stored (can be access via local planning portal) | None | None and no personal data recorded in minutes, on agendas etc. |
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| 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 | Electronically on password protected computer., backed up on password hard drive | none |
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| 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 | Electronically on password protected computer. | none |
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| VILLAGE HALL |  | | | | | |
| PERSONAL DATA PROCESSED | PURPOSE OF PROCESSING | HOW PROCESSED | LAWFUL BASIS FOR PROCESSING | HOW STORED | SECURITY/ACCESS | ACTION REQUIRED |
| Names, addresses, e-mail, | correspond with hirer/user  /entertainer/barman and administer contract | correspond with hirer/user  /entertainer/barman and administer contract | Contractual necessity/legal requirement | held in line with statutory requirements and document retention policy | Electronically on password protected computer, | none. (Specific consent only required if processing for a different purpose than originally intended).. |
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| EVENTS |  | | | | | |
| 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/entertainers/stall holders and administer contract | Details of stall holders, entertainers | Contractual necessity | held in line with statutory requirements and document retention policy | Electronically on password protected computer, | none |
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| MAILING LISTS/LOTTERY SUBSCRIBERS | | | | | | |
| PERSONAL DATA PROCESSED | PURPOSE OF PROCESSING | HOW PROCESSED | LAWFUL BASIS FOR PROCESSING | HOW STORED | SECURITY/ACCESS | ACTION REQUIRED |
| Names, addresses, e-mail. | Correspond with parishioners | Details of local parishioners | Consent given by parishioners who sign up | Electronically | Electronically on password protected computer, |  |