

WOMERSLEY PARISH COUNCIL GDPR DATA/INFORMATION AUDIT: DECEMBER 2020					
JANUARY MEETING MINUTE 155/01/21					
COUNCILLORS					
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED
Members					
Register of interests	legal requirement	displayed on website; sent to monitoring officer at principal authority	Compliance with legal obligation	statutory duty to complete - Localism Act 2011	electronically + paper
Contact information	admin of council	held by clerk	Public interest	request made when elected	electronically + paper
Councillors names in minutes, ie showing attendance	legal requirement	appears in minutes	Compliance with legal obligation	statutory requirement to record -LGA 1972 SCH12 para40	electronically + paper
EMPLOYEES					
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED
Personal details	legal obligation	HMRC/pension provider	Compliance with legal obligation	statutory duty to comply	electronically - HMRC Basic tools
Employment details/contract	legal obligation	held by clerk	Compliance with legal obligation	statutory duty to comply	electronically + paper

Bank details	process payroll	input for electronic banking	Compliance with legal obligation	consent acquired when commenced employment	electronically + paper
ELECTORS/PARISHIONERS					
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS -	HOW STORED
Electoral roll	admin for the annual parish meeting only	to identify electors at annual PM	Public interest	Provided by the Principal Authority	paper
E-mail addresses	communication with PC	used to communicate response	Public interest	Consent freely given for the purpose stated	held for 6 months inline with PC retention policy
Letters - contact details	communication with PC	used to communicate response	Public interest	Consent freely given for the purpose stated	stored until matter dealt with
Planning applications	statutory consultee/legal obligation	used solely to aid response to Local Planning Authority	Public interest	Provided by Local Planning Authority	not stored (can be access via local planning portal)
GRANT APPLICATIONS					
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS -	HOW STORED
Names, addresses, e-mail	processing grant application by parish council	used to respond to and process grant application	Public interest	Consent freely given for application purpose only	Held in line with PC document retention policy
CONTRACTS					
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS -	HOW STORED
Names, addresses, e-mail	correspond with contractor and administer contract	correspond with contractor and administer contract	Contractual necessity	contract	held in line with statutory requirements and document retention policy

ALLOTMENT TENANTS					
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS -	HOW STORED
Names, addresses, e-mail	legal obligation	issue tenancy and correspond	Compliance with legal obligation	statutory duty and consent freely given for allotment administration purposes only	held in line with statutory requirements and document retention policy
Other examples of local council functions which may involve the processing of personal data:					
Burial grounds and Cemetery provision - personal information held (ie, only living people)					
Markets- personal details of stall holders					
Public buildings/village halls - details of hirers/users					
Recreation ground - details of hirers/users					
Sports pitch hire - details of hirers/users					
List newsletter subscribers					
Events - details of entertainers, stall holders , etc					
ALL THE ABOVE ARE NOT APPLICABLE AT THIS MOMENT IN TIME					

SECURITY/ACCESS	ACTION REQUIRED		
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		
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		
publicly accessible on website and minute book	none		
SECURITY/ACCESS	ACTION REQUIRED		
Paper in locked cabinet/clerk holds key. 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		
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		

Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	ensure only holding current employees information		
SECURITY/ACCESS	ACTION REQUIRED		
Paper in locked cabinet/clerk holds key	none		
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)		
Paper in locked cabinet/clerk holds key			
None			
SECURITY/ACCESS	ACTION REQUIRED		
Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	none		
SECURITY/ACCESS	ACTION REQUIRED		
Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	none		

SECURITY/ACCESS	ACTION REQUIRED		
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		

