FELLISCLIFFE Parish Council GDPR DATA/INFORMATION AUDIT 2023:

| COUNCILLORS PERSONAL DATA PROCESSED | PURPOSE OF PROCESSING | HOW PROCESSED | LAWFUL BASIS FOR PROCESSING | CONSENT TO PROCESS - HOW ACQUIRED | HOW STORED | SECURITY/ACCESS | ACTION REQUIRED |
|--|---|---|--|--|--|--|--|
| | PURPOSE OF PROCESSING | HOW PROCESSED | LAWFUL BASIS FOR PROCESSING | CONSENT TO PROCESS - HOW ACQUIRED | HOW STORED | SECURITI/ACCESS | ACTION REQUIRED |
| Members | | E 1 1 1 2 11 | 0 5 30 1 1 15 5 | | | B | 1115 1 2 2 |
| Register of interests | legal requirement | displayed on website; sent to | Compliance with legal obligation | statutory duty to complete - Localism Act 2011 | electronically + paper | Paper in locked cabinet/clerk holds key. | ensure only holding current councillors information |
| | | monitoring officer at principal | | | | Electronically on password protected computer, | |
| | | authority | | | | backed up on password encrypted hard drive | |
| | admin of council | bald b steel. | Public interest | request made when elected | -last-seiselle e | Paper in locked cabinet/clerk holds key. | |
| Contact information | admin of council | held by clerk | Public Interest | request made when elected | electronically + paper | | ensure only holding current councillors information |
| | | | | | | Electronically on password protected computer, | |
| | | | | | | backed up on password encrypted hard drive | |
| Councillors names in minutes, ie showing | legal requirement | appears in minutes | Compliance with legal obligation | statutory requirement to record -LGA 1972 SCH12 para40 | electronically + paper | publicly accessible on website and minute book | none |
| attendance | | | | | | | |
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| 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 | Paper in locked cabinet/clerk holds key. | Consent form completion and ensure former employees information only |
| | | | | | Basic tools | Electronically on password protected computer, | retained for the legislative maximum time |
| | | | | | | backed up on password encrypted hard drive. | |
| | | | | | | | |
| Employment details/contract | legal obligation | held by clerk | Compliance with legal obligation | statutory duty to comply | electronically + paper | Paper in locked cabinet/clerk holds key. | ensure former employees information only retained for the legislative |
| | | | | | | Electronically on password protected computer, | maximum time |
| | | | | | | backed up on password encrypted hard drive. | |
| Bank details | process payroll | input for electronic banking | Compliance with legal obligation | consent acquired when commenced employment | electronically + paper | Paper in locked cabinet/clerk holds key. | ensure only holding current employees information |
| Dain dotaio | process payron | input for dicotronic bunking | Compilation with logar congestion | outdork dodaired when commenced employment | Good Gridding 1 paper | Electronically on password protected computer, | chould drily housing during dripply coo information |
| | | | | | | backed up on password encrypted hard drive. | |
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| 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 | admin for the annual parish meeting only | to identify electors at annual PM | Public interest | Provided by the Principal Authority | paper | Paper in locked cabinet/clerk holds key | none |
| E-mail addresses | communication with PC | | Dublic interest | Consent former and the summer stated | hald for Overson inter-view | Clastically as a second and add a second | |
| | communication with PC | used to communicate response | Public interest | Consent freely given for the purpose stated | held for 2 years inline with | Electronically on password protected computer, | state what e-mail address will be used for on reply e-mail (i.e. privacy |
| | | | | | PC retention policy | backed up on password encrypted hard drive. | notice) |
| Letters - contact details | communication with PC | used to communicate response | Public interest | Consent freely given for the purpose stated | stored until matter dealt | Paper in locked cabinet/clerk holds key | |
| Editoro doridat dotalo | Communication with C | acca to communicate response | T dollo lillordot | Consont really given for the purpose stated | with | Tapor in conca dabilità dicin librati no | |
| Planning applications | statutory consultee/legal obligation | used solely to aid response to Local | Public interest | Provided by Local Planning Authority | some paper stored (can | Paper in locked cabinet/clerk holds key | |
| | , | Planning Authority | | · · · · · , · · · · · · · · · · · · · · | be access via local | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | |
| | | | | | | | |
| | | Flaming Additionty | | | planning portal) | | |
| | | Fianting Authority | | | planning portal) | | |
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| 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 |
| PERSONAL DATA PROCESSED | processing grant application by parish | HOW PROCESSED used to respond to and process grant | | CONSENT TO PROCESS - HOW ACQUIRED Consent freely given for application purpose only | HOW STORED Held in line with PC | Paper in locked cabinet/clerk holds key. | ACTION REQUIRED none |
| PERSONAL DATA PROCESSED | | HOW PROCESSED | | | HOW STORED | Paper in locked cabinet/clerk holds key. Electronically on password protected computer, | |
| PERSONAL DATA PROCESSED | processing grant application by parish | HOW PROCESSED used to respond to and process grant | | | HOW STORED Held in line with PC | Paper in locked cabinet/clerk holds key. | |
| | processing grant application by parish | HOW PROCESSED used to respond to and process grant | | | HOW STORED Held in line with PC | Paper in locked cabinet/clerk holds key. Electronically on password protected computer, | |
| PERSONAL DATA PROCESSED Names, addresses, e-mail | processing grant application by parish | HOW PROCESSED used to respond to and process grant | | | HOW STORED Held in line with PC | Paper in locked cabinet/clerk holds key. Electronically on password protected computer, | |
| PERSONAL DATA PROCESSED Names, addresses, e-mail CONTRACTS | processing grant application by parish council | HOW PROCESSED used to respond to and process grant application | Public interest | Consent freely given for application purpose only | HOW STORED 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 |
| PERSONAL DATA PROCESSED Names, addresses, e-mail CONTRACTS PERSONAL DATA PROCESSED | processing grant application by parish council PURPOSE OF PROCESSING | HOW PROCESSED used to respond to and process grant application HOW PROCESSED | Public interest LAWFUL BASIS FOR PROCESSING | | HOW STORED Held in line with PC document retention policy HOW STORED | Paper in locked cabinet/clark holds key. Electronically on password protected computer, backed up on password encrypted hard drive. SECURITY/ACCESS | |
| PERSONAL DATA PROCESSED Names, addresses, e-mail CONTRACTS | processing grant application by parish council | HOW PROCESSED used to respond to and process grant application | Public interest | Consent freely given for application purpose only CONSENT TO PROCESS - HOW ACQUIRED | HOW STORED Held in line with PC document retention policy HOW STORED held in line with statutory | Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive. SECURITY/ACCESS Paper in locked cabinet/clerk holds key. | ACTION REQUIRED |
| PERSONAL DATA PROCESSED Names, addresses, e-mail CONTRACTS PERSONAL DATA PROCESSED | processing grant application by parish council PURPOSE OF PROCESSING correspond with contractor and administer | HOW PROCESSED used to respond to and process grant application HOW PROCESSED correspond with contractor and | Public interest LAWFUL BASIS FOR PROCESSING | Consent freely given for application purpose only CONSENT TO PROCESS - HOW ACQUIRED | HOW STORED Held in line with PC document retention policy HOW STORED held in line with statutory requirements and | Paper in locked cabinet/clark holds key. Electronically on password protected computer, backed up on password encrypted hard drive. SECURITY/ACCESS Paper in locked cabinet/clark holds key. Electronically on password protected computer, | ACTION REQUIRED |
| PERSONAL DATA PROCESSED Names, addresses, e-mail CONTRACTS PERSONAL DATA PROCESSED | processing grant application by parish council PURPOSE OF PROCESSING correspond with contractor and administer | HOW PROCESSED used to respond to and process grant application HOW PROCESSED correspond with contractor and | Public interest LAWFUL BASIS FOR PROCESSING | Consent freely given for application purpose only CONSENT TO PROCESS - HOW ACQUIRED | HOW STORED Held in line with PC document retention policy HOW STORED held in line with statutory requirements and | Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive. SECURITY/ACCESS Paper in locked cabinet/clerk holds key. | ACTION REQUIRED |