

GDPR DATA/INFORMATION AUDIT: CROFTON PARISH COUNCIL					
COUNCILLORS					
PERSONAL DATA	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS	HOW STORED	SECURITY/ACCESS
Members					
Register of interests	legal obligation	Information displayed on website and sent to monitoring officer at principal authority	Legal obligation	Soft copy	Electronically on password protected computer, backed up on password encrypted hard drive
Contact information	admin of council	Held by Clerk	Exercise of Official Authority	Hard and soft copy	Held in secure cabinet and electronically on password protected computer, backed up on password encrypted hard drive
Councillors names in minutes, i.e. showing attendance	legal requirement	Appears in minutes	Legal obligation	Hard and soft copy	Publicly accessible on website and minute book
EMPLOYEES					
PERSONAL DATA	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS	HOW STORED	SECURITY/ACCESS
Personal details	legal obligation	HMRC-NESTPension	Legal obligation	Electronically - HMRC Basic tools	Electronically on password protected computer, backed up on password encrypted hard drive.
Employment details/contract	legal obligation	Held by clerk	Legal obligation	Soft copy	Held in secure cabinet and Electronically on password protected computer, backed up on password encrypted hard drive.

RESIDENTS					
PERSONAL DATA	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS	HOW STORED	SECURITY/ACCESS
Electoral roll	admin for the annual parish meeting only	Held by Clerk	Exercise of Official Authority	Hard and soft copy	Held in secure cabinet and electronically on password protected computer, backed up on password encrypted hard drive.
E-mail addresses	communication with PC	Used to communicate	Exercise of Official Authority	Parish Council retention policy	Electronically on password protected computer, backed up on password encrypted hard drive.
Letters - contact details	communication with PC	Used to communicate	Exercise of Official Authority	Parish Council retention policy	Paper in locked cabinet/clerk holds key
Planning applications	statutory consultee/legal obligation	Used solely to aid response to Local Planning Authority	Exercise of Official Authority	Parish Council retention policy	Electronically on password protected computer, backed up on password encrypted hard drive
Names, addresses, email, IP address (received through the 'Contact Us' section of the website)	Communication with PC	Used to communicate	Exercise of Official Authority	Parish Council retention policy	Electronically stored on password protected computer, backed up on password encrypted hard drive
GRANT APPLICATIONS					
PERSONAL DATA	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS	HOW STORED	SECURITY/ACCESS
Names, addresses, e-mail	processing grant application by parish council	Used to respond to and process grant applications	Exercise of Official Authority	Parish Council retention policy	Held in secure cabinet and electronically on password protected computer, backed up on password encrypted hard drive.

CONTRACTS					
PERSONAL DATA	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS	HOW STORED	SECURITY/ACCESS
Names, addresses, e-mail	correspond with contractor and administer contract	correspond with contractor and administer contract	Consent	Parish Council retention policy	Held in secure cabinet and electronically on password protected computer, backed up on password encrypted hard drive.
ALLOTMENT TENANTS					
PERSONAL DATA	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS	HOW STORED	SECURITY/ACCESS
Names, addresses, e-mail	legal obligation	Issue letters/agreements	Contractual obligation	Parish Council retention policy	Held in secure cabinet and electronically on password protected computer, backed up on password encrypted hard drive.
CEMETERY					
PERSONAL DATA	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS	HOW STORED	SECURITY/ACCESS
Names, addresses, e-mail	legal obligation	Application Forms	Exercise of Public Authority	Parish Council retention policy	Electronically on password protected computer, backed up on password encrypted hard drive.
PUBLIC BUILDINGS					
PERSONAL DATA	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS	HOW STORED	SECURITY/ACCESS
Names, addresses, e-mail	legal obligation	Held by Clerk	Consent	Parish Council retention policy	Electronically on password protected computer, backed up on password encrypted hard drive.
WEBSITE					

PERSONAL DATA	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS	HOW STORED	SECURITY/ACCESS
Names, addresses, email, IP addresses, social media profiles (and the personal data contained therein) obtained any way other than through the 'Contact Us' section of the website	For operation of the website	Used by the Parish Council working party to manage the website, this personal data will be processed through communication and publication	Consent	Website Data Protection Policy	Electronically on password protected computer.