

Whorlton Parish Council
PARISH DATA AUDIT

Description	Purpose of processing /How processed	Basis for processing data (e.g. consent, legal obligation etc)	Security/access	ACTION REQUIRED
COUNCILLORS				
Register of interests	Legal requirement, displayed on website, sent to monitoring officer at principal authority	Compliance with legal obligation	Paper in locked cabinet/clerk holds the key. Electronically on password protected computer, backed up on password encrypted hard drive	Ensure only holding current councillors information
Contact information	Admin of council, held by clerk	Public task	Paper in locked cabinet/clerk holds the key. Electronically on password protected computer, backed up on password encrypted hard drive	Ensure only holding current councillors information
Councillors names in minutes, ie showing attendance	Legal requirement, appears in minutes	Compliance with legal obligation	Publicly accessible on website	none
EMPLOYEES				
Personal details	Legal obligation, HMRC/pension provider	Compliance with legal obligation	Paper in locked cabinet/clerk holds the key. Electronically on password protected computer, backed up on password encrypted hard drive	consent form completion and ensure former employees information only held for the legislative maximum time
Employment details/contract	Legal obligation/ held by clerk	Compliance with legal obligation	Paper in locked cabinet/clerk holds the key. Electronically on password protected computer, backed up on password encrypted hard drive	ensure former employees information only held for the legislative maximum time
Bank details	Process payroll/held by clerk	Compliance with legal obligation	Paper in locked cabinet/clerk holds the key. Electronically on password protected computer, backed up on password encrypted hard drive	Ensure holding only current employees details
ELECTORS/PARISHIONERS				
Electoral roll	Admin for the annual parish meeting only/to notify electors	Public task	Paper in locked cabinet/ clerk holds key	none

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Email addresses	Communication with PC/used to communicate response	Public task	Electronically on password protected computer, backed up on password encrypted hard drive	State what email address will be used for on reply e-mail (ie privacy notice)
Newsletter subscribers	Admin for the parish council/ to notify electors	Public task	Electronically on password protected computer, backed up on password encrypted hard drive – held by Chair	Email addresses to be used only for specified purpose
Letters/contact details	Communication with PC/used to communicate response	Public task	Paper in locked cabinet/ clerk holds key	
Planning applications	Statutory consultee/legal obligation – used solely to aid response to Local Planning Auth.	Public task	None	None – ensuring no personal data is displayed at PC meeting (or agendas, minutes etc)
GRANT APPLICATIONS				
Names, addresses, email	Processing grant applications by parish council - Used to respond to and process grant applications	Public task	Paper in locked cabinet/clerk holds the key. Electronically on password protected computer, backed up on password encrypted hard drive	none
CONTRACTS				
Names, addresses, email	Correspond with contractor and administer contract	Contractual necessity	Paper in locked cabinet/clerk holds the key. Electronically on password protected computer, backed up on password encrypted hard drive	none