

HWPC GDPR DATA/INFORMATION AUDIT:

HWPC GDPR Data Information Audit

COUNCILLORS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	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	statutory duty to complete - Localism Act 2011	electronically + paper	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
Contact information	admin of council	held by clerk	Public interest	request made when elected	electronically + paper	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
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	publicly accessible on website and minute book	none
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 Basic tools	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
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. 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	consent acquired when commenced employment	electronically + paper	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
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 Pt	Public interest	Provided by City of York Council	paper	Paper in locked cabinet/clerk holds key	none
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	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 interest	Consent freely given for the purpose stated	stored until matter dealt with	Paper in locked cabinet/clerk holds key	
Planning applications	statutory consultee/legal obligation	used solely to aid response to Local Planning Authority	Public interest	Provided by City of York Council	not stored (can be access via local planning portal)	None	
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
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	Paper in locked cabinet/clerk holds key; Electronically on password protected computer, backed up on password encrypted hard drive.	none
CONTRACTS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
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	Paper in locked cabinet/clerk holds key; Electronically on password protected computer, backed up on password encrypted hard drive.	none
ALLOTMENT TENANTS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
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	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

Adapted March 2019
 Reviewed March 2021
 Date for Next review March 2022