HWPC GDPR DATA/INFORMATION AUDIT:

HWPC GDPR Data Information Audit

COUNCILLORS	٦						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Members	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STOKED	SECURITI/ACCESS	ACTION REQUIRED
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
Register of interests	legai requirement	monitoring officer at principal	Compilance with legal obligation	statutory duty to complete - Localism Act 2011	electronically + paper	Electronically on password protected computer.	ensure only nothing current councilors information
		authority				backed up on password encrypted hard drive	
Contact information	admin of council	held by clerk	Public interest	request made when elected	electronically + paper	Paper in locked cabinet/clerk holds key.	ensure only holding current councillors information
Contact Illiornation	admin or council	field by Gerk	I dblic litterest	request made when elected	electronically + paper	Electronically on password protected computer,	ensure only nothing current councilors information
ĺ						backed up on password encrypted hard drive	
Councillors names in minutes, ie	legal requirement	appears in minutes	Compliance with legal obligation	statutory requirement to record -LGA 1972 SCH12	electronically + paper	publicly accessible on website and minute book	none
showing attendance	* '	,,		para40			
EMPLOYEES	1						
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
l ersonal details	legai obligation	i iwirco perision provider	Compilance with legal obligation	statutory duty to compry	Basic tools	Electronically on password protected computer,	retained for the legislative maximum time
ii					Dadio toolo	backed up on password encrypted hard drive.	retained for the regionalite manifement
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
				,	La company of pupor	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
						Electronically on password protected computer,	
						backed up on password encrypted hard drive.	
ELECTORS/PARISHIONERS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING		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 Pf	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	Electronically on password protected computer,	state what e-mail address will be used for on reply e-mail (i.e. privacy
E-IIIdii duul 63363	communication with 1 C	used to confindincate response	i ubiic interest	Consent freely given for the purpose stated	inline with PC retention		notice)
					policy	backed up on password energypted 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	Paper in locked cabinet/clerk holds key	
				, 5	dealt with	, , , , , , , , , , , , , , , , , , , ,	
Planning applications	statutory consultee/legal	used solely to aid response to	Public interest	Provided by City of York Council	not stored (can be	None	
7	obligation	Local Planning Authority			access via local		
	-				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
Names, addresses, e-mail	processing grant application by	used to respond to and process	Public interest	Consent freely given for application purpose only	Held in line with PC	Paper in locked cabinet/clerk holds key.	none
İ	parish council	grant application			document retention	Electronically on password protected computer,	
					policy	backed up on password encrypted hard drive.	
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	correspond with contractor and		contract	held in line with	Paper in locked cabinet/clerk holds key.	none
rumos, auditesses, e-mail	administer contract	administer contract	Communication recessity	- Contract	statutory requirements		THE STATE OF THE S
					and document	backed up on password encrypted hard drive.	
					retention policy		
					1		
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	held in line with	Paper in locked cabinet/clerk holds key.	Privacy notice and consent form. Obtain specific written consent from
İ				allotment administration purposes only	statutory requirements	Electronically on password protected computer,	members regarding the use of the personal information provided to the
					and document	backed up on password encrypted hard drive.	council
					retention policy		

Adopted March 2019 Reviewed March 2021 Reviewed March 2022 Reviewed April 2023 Review next March 2024