

NAWTON PARISH COUNCIL DATA/INFORMATION AUDIT:

Adopted on 25 May 2018

COUNCILLORS				
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED
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
Contact information	admin of council	held by clerk	Public interest	request made when elected
Councillors names in minutes, ie showing attendance	legal requirement	appears in minutes	Compliance with legal obligation	statutory requirement to record -LGA 1972 SCH12 para40

EMPLOYEES				
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED
Personal details	legal obligation	HMRC/pension provider/Autela	Compliance with legal obligation	statutory duty to comply
Employment details/contract	legal obligation	held by clerk	Compliance with legal obligation	statutory duty to comply
Bank details	process payroll	input for electronic banking	Compliance with legal obligation	consent acquired when commenced employment

ELECTORS/PARISHIONERS				
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED
Electoral roll	admin for the annual parish meeting only	to identify electors at annual PM	Public interest	Provided by the Principal Authority
E-mail addresses	communication with PC	used to communicate response	Public interest	legitimate interest
Letters - contact details	communication with PC	used to communicate response	Public interest	legitimate interest
Planning applications	statutory consultee/legal obligation	used solely to aid response to Local Planning Authority	Public interest	Provided by Local Planning Authority

CONTRACTS				
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED
Names, addresses, e-mail	correspond with contractor and administer contract	correspond with contractor and administer contract	Contractual necessity	contract

ARCHIVES				
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED
Archives and historical documents re	legal obligation	held by the PC	Compliance with legal obligation	legitimate interest

HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
N/A	N/A	none
electronically	Electronically on password protected computer, backed up on password encrypted USB	ensure only holding current councillors information
electronically + paper	publicly accessible on website and minute book	none

HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
By Autela payroll	N/A	Consent form completion and ensure former employees information only retained for the legislative maximum time
By Autela payroll	N/A	ensure former employees information only retained for the legislative maximum time
Not stored	N/A	ensure only holding current employees information

HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Not stored	N/A	none
held for 6 months inline with PC retention policy	Electronically on password protected computer, backed up on password encrypted USB.	state what e-mail address will be used for on reply e-mail (i.e. privacy notice)
stored until matter dealt with	Paper in locked cabinet/clerk holds key	Once dealt with shredded
not stored (can be access via local planning portal)	N/A	none

HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
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 USB.	none

HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
held in line with statutory requirements and document retention policy	Paper in locked cabinet in the Village Hall. In a coded entry only room.	none

