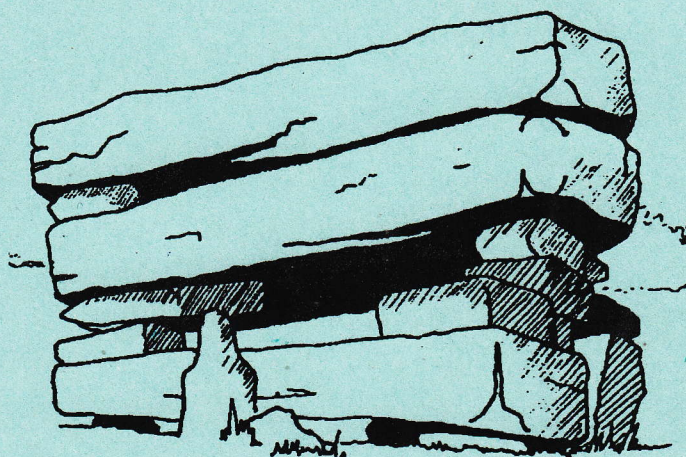


HUNSHELF PARISH COUNCIL

DATA AUDIT

MARCH 2018



DATA PROTECTION AUDIT

HUNSHELF PARISH COUNCIL

MARCH 2018

1 Councillors

PERSONAL DATA PROCESSED	1.1 Register of interests
PURPOSE OF PROCESSING	Legal requirement
HOW PROCESSED	Sent to monitoring officer at principal authority. Displayed on principal council's website
LAWFUL BASIS FOR PROCESSING	Compliance with legal obligation
CONSENT TO PROCESS - HOW ACQUIRED	Statutory duty to complete - Localism Act 2011
HOW STORED	Paper in locked and alarmed building.. Clerk holds key. Electronically on principal authority password protected computer, backed up on password encrypted hard drive
SECURITY/ACCESS	Paper in locked and alarmed building. Clerk holds key. Electronically on principal authority password protected computer, backed up on password encrypted hard drive
ACTION REQUIRED	Ensure only holding current councillors information

PERSONAL DATA PROCESSED	1.2 Contact Information
PURPOSE OF PROCESSING	Admin of council
HOW PROCESSED	Held by Clerk
LAWFUL BASIS FOR PROCESSING	Public interest
CONSENT TO PROCESS - HOW ACQUIRED	Request made when elected
HOW STORED	Paper in locked and alarmed building. Clerk holds key. Electronically password protected computer,
SECURITY/ACCESS	Paper in locked and alarmed building. Clerk holds key. Electronically on password protected

	computer,.
ACTION REQUIRED	Ensure only holding current councillors information

PERSONAL DATA PROCESSED	1.3 Councillors Names in minutes
PURPOSE OF PROCESSING	Legal requirement
HOW PROCESSED	Appears in minutes
LAWFUL BASIS FOR PROCESSING	Compliance with legal obligation
CONSENT TO PROCESS - HOW ACQUIRED	Statutory requirement to record -LGA 1972 SCH12 para 40
HOW STORED	Paper in locked and alarmed building Clerk holds key. Electronically password protected computer,
SECURITY/ACCESS	Paper in locked and alarmed building Clerk holds key. Electronically password protected computer,
ACTION REQUIRED	Consent form completion and ensure former members information only retained for the legislative maximum time

2 Employees

PERSONAL DATA PROCESSED	2.1 Personal details
PURPOSE OF PROCESSING	Legal obligation
HOW PROCESSED	HMRC
LAWFUL BASIS FOR PROCESSING	Compliance with legal obligation
CONSENT TO PROCESS - HOW ACQUIRED	Statutory duty to comply
HOW STORED	electronically - HMRC Basic tools
SECURITY/ACCESS	publicly accessible on website and minute book
ACTION REQUIRED	Consent form completion and ensure former employees information only retained for the legislative maximum time

PERSONAL DATA PROCESSED	2.2 Employment details/contract
PURPOSE OF PROCESSING	Legal obligation
HOW PROCESSED	Held by Clerk
LAWFUL BASIS FOR PROCESSING	Compliance with legal obligation
CONSENT TO PROCESS - HOW ACQUIRED	Statutory duty to comply
HOW STORED	Electronically - HMRC Basic tools
SECURITY/ACCESS	Paper in locked and alarmed building. Clerk holds key. Electronically password protected computer,
ACTION REQUIRED	Ensure former employees information only retained for the legislative maximum time

PERSONAL DATA PROCESSED	2.3 Bank details
PURPOSE OF PROCESSING	Process payroll
HOW PROCESSED	Input for electronic banking
LAWFUL BASIS FOR PROCESSING	Compliance with legal obligation

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CONSENT TO PROCESS - HOW ACQUIRED		Consent acquired when commenced employment
HOW STORED		Paper in locked and alarmed building Clerk holds key. Electronically password protected computer,
SECURITY/ACCESS		Paper in locked and alarmed building Clerk holds key. Electronically password protected computer,
ACTION REQUIRED		Ensure former employees information only retained for the legislative maximum time

3 Electors Parishioners

PERSONAL DATA PROCESSED	3.1 Electoral roll
PURPOSE OF PROCESSING	Admin for the annual parish meeting and to identify candidates and sponsors for election only
HOW PROCESSED	To identify electors/candidates at annual Parish and Parish Council Meeting
LAWFUL BASIS FOR PROCESSING	Public interest
CONSENT TO PROCESS - HOW ACQUIRED	Provided by the Principal Authority
HOW STORED	Paper
SECURITY/ACCESS	Paper in locked and alarmed building Clerk holds key.
ACTION REQUIRED	None

PERSONAL DATA PROCESSED	3.2 E-mail addresses
PURPOSE OF PROCESSING	Communication with PC
HOW PROCESSED	Used to communicate response
LAWFUL BASIS FOR PROCESSING	Public interest
CONSENT TO PROCESS - HOW ACQUIRED	Legitimate interest
HOW STORED	Held electronically in line with PC retention policy
SECURITY/ACCESS	Electronically on password protected computer.
ACTION REQUIRED	State what e-mail address will be used for on reply e-mail (i.e. privacy notice)

PERSONAL DATA PROCESSED	3.3 Letters - contact details
PURPOSE OF PROCESSING	Communication with PC
HOW PROCESSED	Used to communicate response

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LAWFUL BASIS FOR PROCESSING	Public interest
CONSENT TO PROCESS - HOW ACQUIRED	Legitimate interest
HOW STORED	Stored until matter dealt with
SECURITY/ACCESS	Paper in locked building: clerk holds key
ACTION REQUIRED	

PERSONAL DATA PROCESSED	3.4 Planning applications
PURPOSE OF PROCESSING	Statutory consultee/legal obligation
HOW PROCESSED	Used solely to aid response to Local Planning Authority
LAWFUL BASIS FOR PROCESSING	Public interest
CONSENT TO PROCESS - HOW ACQUIRED	Provided by Local Planning Authority
HOW STORED	Paper in locked and alarmed building Clerk holds key. Electronically password protected computer.
SECURITY/ACCESS	Paper in locked and alarmed building Clerk holds key. Electronically password protected computer.
ACTION REQUIRED	None

4 Grant Applications

PERSONAL DATA PROCESSED	4.1 Names Addresses, email
PURPOSE OF PROCESSING	Processing grant application by parish council
HOW PROCESSED	Used to respond to and process grant application
LAWFUL BASIS FOR PROCESSING	Public interest
CONSENT TO PROCESS - HOW ACQUIRED	Legitimate interest
HOW STORED	Held in line with PC document retention policy, paper and electronically
SECURITY/ACCESS	Paper in locked building: /clerk holds key. Electronically on password protected computer.
ACTION REQUIRED	none

5 Contracts

PERSONAL DATA PROCESSED	5.1 Names, addresses, e-mail
PURPOSE OF PROCESSING	Correspond with contractor and administer contract
HOW PROCESSED	Correspond with contractor and administer contract
LAWFUL BASIS FOR PROCESSING	Contractual necessity
CONSENT TO PROCESS - HOW ACQUIRED	Contract
HOW STORED	Held in line with PC document retention policy, Electronically and paper
SECURITY/ACCESS	Paper in locked building. clerk holds key. Electronically on password protected computer..
ACTION REQUIRED	none

6 Tenants

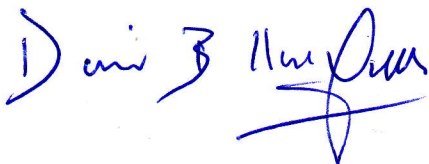
PERSONAL DATA PROCESSED	6.1 Names, addresses, e-mail
PURPOSE OF PROCESSING	Legal obligation
HOW PROCESSED	Issue tenancy and correspond
LAWFUL BASIS FOR PROCESSING	Compliance with legal obligation
CONSENT TO PROCESS - HOW ACQUIRED	Statutory duty and legitimate interest. Electronically and paper
HOW STORED	Held in line with PC document retention policy
SECURITY/ACCESS	Privacy notice and consent form. Obtain specific written consent from members regarding the use of the personal information provided to the council
ACTION REQUIRED	Privacy notice and consent form. Obtain specific written consent from members regarding the use of the personal information provided to the council

7 Chat Subscribers

PERSONAL DATA PROCESSED	7.1 Names, e-mail
PURPOSE OF PROCESSING	To enable circulation of digital newsletter
HOW PROCESSED	Used for sending Chat to interested persons
LAWFUL BASIS FOR PROCESSING	Public interest
CONSENT TO PROCESS - HOW ACQUIRED	Consent sought when adding names to list of emails
HOW STORED	In password protected computer and stored in a locked and alarmed building. Clerk has key
SECURITY/ACCESS	Only used for distributing the Chat
ACTION REQUIRED	Remove anyone not wishing to receive the Chat in this manner. Add security note to emails

The Hunshelf Parish Council does not hold data in the following categories

- Burial grounds and Cemetery provision - personal information held (ie, only living people)
- Markets- personal details of stall holders
- Public buildings/village halls - details of hirers/users
- Recreation ground - details of hirers/users
- Sports pitch hire - details of hirers/users
- Events - details of entertainers, stall holders , etc



David B Horsfall MBE

Clerk 6th March 2018