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| **Data Information Audit**  *Adopted July 2023* |

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| ***Councillors*** |  |  |  |  |  |  |
| **PERSONAL DATA PROCESSED** | **PURPOSE OF PROCESSING** | **HOW PROCESSED** | **LAWFUL BASIS FOR PROCESSING** | **HOW STORED** | **SECURITY/ACCESS** | **ACTION REQUIRED** |
| **Members** |  |  |  |  |  |  |
| Register of Interests | Legal requirement | Displayed on website; sent to monitoring officer at principle authority | Legal obligation | Electronically & paper | Paper in cabinet at Clerks home. Electronically on password protected laptop and backed up on memory stick | Ensure only holding current councillors data |
| Contact Information | Admin of Council | Held by Clerk | Public task | Electronically & paper | Paper in cabinet at Clerks home. Electronically on password protected laptop and backed up on memory stick | Ensure only holding current councillors data |
| Councillors names in Minutes | Legal requirement | Appears in Minutes | Legal obligation | Electronically & paper | Publicly accessible on website and minute book | None |
|  |  |  |  |  |  |  |
| ***Employees*** |  |  |  |  |  |  |
| **PERSONAL DATA PROCESSED** | **PURPOSE OF PROCESSING** | **HOW PROCESSED** | **LAWFUL BASIS FOR PROCESSING** | **HOW STORED** | **SECURITY/ACCESS** | **ACTION REQUIRED** |
| Personal details |  |  |  |  |  |  |
| Employment details/contract |  |  |  |  |  |  |
| Bank details |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Electors/Parishioners** |  |  |  |  |  |  |
| **PERSONAL DATA PROCESSED** | **PURPOSE OF PROCESSING** | **HOW PROCESSED** | **LAWFUL BASIS FOR PROCESSING** | **HOW STORED** | **SECURITY/ACCESS** | **ACTION REQUIRED** |
| Electoral Role | Admin | To identify electors | Public task | Paper | Paper in cabinet at Clerks home | None |
| E-mail addresses | Communication with PC | To communicate response | Public task | Held in line with Retention Policy | Electronically on password protected laptop and backed up on memory stick | None |
| Letters – contact details | Communication with PC | To communicate response | Public task | Stored util matter dealt with | Paper in cabinet at Clerks home | None |
| Planning applications | Statutory consultee/legal obligation | To aid response to Local Planning Authority | Public task | Not stored can be accessed via online portal | None | None |
|  |  |  |  |  |  |  |
| ***Grant Application*** |  |  |  |  |  |  |
| **PERSONAL DATA PROCESSED** | **PURPOSE OF PROCESSING** | **HOW PROCESSED** | **LAWFUL BASIS FOR PROCESSING** | **HOW STORED** | **SECURITY/ACCESS** | **ACTION REQUIRED** |
| Names, address, e-mail | Processing grant application by PC | Used to respond to and process grant application | Public task | Held in line with Retention Policy | Paper in cabinet at Clerks home. Electronically on password protected laptop and backed up on memory stick | None |
|  |  |  |  |  |  |  |
| ***Contracts*** |  |  |  |  |  |  |
| **PERSONAL DATA PROCESSED** | **PURPOSE OF PROCESSING** | **HOW PROCESSED** | **LAWFUL BASIS FOR PROCESSING** | **HOW STORED** | **SECURITY/ACCESS** | **ACTION REQUIRED** |
| Names, address, e-mail | Correspond with contractor and administer contract | Correspond with contractor and administer contract | Contractual necessity | Held in line with Retention Policy | Paper in cabinet at Clerks home. Electronically on password protected laptop and backed up on memory stick | None |
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