SHARLSTON PARISH COUNCIL GDPR DATA/INFORMATION AUDIT:

COUNCILLORS					
PERSONAL DATA PROCESSED	**PURPOSE OF PROCESSING**	**HOW PROCESSED**	**LAWFUL BASIS FOR PROCESSING**	**HOW STORED**	**SECURITY/ACCESS**
Members					
Register of interests	legal requirement	displayed on website; sent to monitoring officer at principal authority	Legal Obligation	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected compute backed up on password encrypted hard drive
Contact information	admin of council	held by clerk	Public Task	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected compute backed up on password encrypted hard drive
Councillors names in minutes, i.e. showing attendance	legal requirement	appears in minutes	Legal Obligation	electronically + paper	publicly accessible on website and minute boo
EMPLOYEES					
PERSONAL DATA PROCESSED	**PURPOSE OF PROCESSING**	**HOW PROCESSED**	**LAWFUL BASIS FOR PROCESSING**	**HOW STORED**	**SECURITY/ACCESS**
Personal details	legal obligation	HMRC/pension provider	Legal Obligation	electronically - HMRC Basic tools	Paper in locked cabinet/clerk holds key. Electronically on password protected compute backed up on password encrypted hard drive.
Employment details/contract	legal obligation	held by clerk	Legal Obligation	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected compute backed up on password encrypted hard drive.
Bank details	process payroll	input for electronic banking	Legal Obligation	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected compute backed up on password encrypted hard drive.
ELECTORS/PARISHIONERS					
PERSONAL DATA PROCESSED	**PURPOSE OF PROCESSING**	**HOW PROCESSED**	**LAWFUL BASIS FOR PROCESSING**	**HOW STORED**	**SECURITY/ACCESS**
Electoral roll	admin for the annual parish meeting only	to identify electors at annual PM	Public Task	paper	Paper in locked cabinet/clerk holds key
E-mail addresses	communication with PC	used to communicate response	Public Task	held for 6 months in line with PC retention policy	Electronically on password protected compute backed up on password encrypted hard drive.
Letters - contact details	communication with PC	used to communicate response	Public Task	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 Task	not stored (can be accessed via local planning portal)	None
GRANT APPLICATIONS					

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS
Names, addresses, e-mail	processing grant application by parish council	used to respond to and process grant application	Public Task	Held in line with PC document retention policy	Paper in locked cabinet/clerk holds key. Electronically on password protected compute backed up on password encrypted hard drive.
CONTRACTS					
PERSONAL DATA PROCESSED	**PURPOSE OF PROCESSING**	**HOW PROCESSED**	**LAWFUL BASIS FOR PROCESSING**	**HOW STORED**	**SECURITY/ACCESS**
Names, addresses, e-mail	correspond with contractor and administer contract	correspond with contractor and administer contract	Contractual necessity	held in line with statutory requirements and document retention policy	Paper in locked cabinet/clerk holds key. Electronically on password protected compute backed up on password encrypted hard drive.
ALLOTMENT TENANTS					
PERSONAL DATA PROCESSED	**PURPOSE OF PROCESSING**	**HOW PROCESSED**	**LAWFUL BASIS FOR PROCESSING**	**HOW STORED**	**SECURITY/ACCESS**
Names, addresses, e-mail	legal obligation	issue tenancy and correspond	Contractual necessity	held in line with statutory requirements and document retention policy	Paper in locked cabinet/clerk holds key. Electronically on password protected compute backed up on password encrypted hard drive.
EVENTS / STALL HOLDERS (E.G. OPEN DAY					
PERSONAL DATA PROCESSED	**PURPOSE OF PROCESSING**	**HOW PROCESSED**	**LAWFUL BASIS FOR PROCESSING**	**HOW STORED**	**SECURITY/ACCESS**
Names, addresses, e-mail	correspond with stall holder and administer event	correspond	Contractual necessity	held in line with statutory requirements and document retention policy	Paper in locked cabinet/clerk holds key. Electronically on password protected compute backed up on password encrypted hard drive.

Approved by Sharlston Parish Council on 1st June 2020 and reviewed on 2nd June 2025

Signed: *Cllr P Belbin* *E King*

Chairman Clerk