

SILKSTONE PARISH COUNCIL - INFORMATION AUDIT 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	Legal obligation	statutory duty to complete - Localism Act 2011
Members Contact information	admin of council	held by clerk	Public interest	request made when elected
Members names in minutes, ie showing attendance	legal requirement	appears in minutes	Legal obligation	statutory requirement to record -LGA 1972 SCH12 para40
Members Bank account details, date of birth and length of time at current address	Bank mandate	Hand written bank mandate	Legal obligation	All Councillors sign the bank mandate
Ex- Councillors	admin of council	held by clerk	Public interest	contact details retained 1 year after resignation
Unsuccessful co-option candidates	admin of council	e-mail/letter	Public task	Consent freely given with co-option application

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	Legal obligation	statutory duty to comply
Employment details/contract	legal obligation	held by clerk	Legal obligation	statutory duty to comply
Bank details	process payroll	input for electronic banking	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	Monthly updates provided by Barnsley MBC
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

GRANT APPLICATIONS

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED
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Names, addresses, e-mail	processing grant application by parish council	used to respond to and process grant application	Public interest	legitimate interest
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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	contract

ALLOTMENT TENANTS & WAITING LIST

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED
Names, addresses, e-mail	legal obligation	issue tenancy and correspond	Legal obligation	statutory duty and legitimate interest

PITCH HIRE

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED
Names, addresses, e-mail	correspond with team managers	issue invoices and correspond	Contractual	consent given on booking form

HANGING BASKET SPONSORS

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED
Names, addresses, e-mail	correspond with sponsor	correspond	Consent	consent given on sponsor form

NEWSLETTER

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED
Advertisers Names, addresses, e-mail	correspond with advertisers	issue invoices and correspond	Contractual	consent given when advert request received
Postal distribution list	Issue newsletter by post	post newsletter	Consent	consent given when request made for a postal copy of the newsletter

EVENTS

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED
Names, addresses, e-mail	organisation of event	contact volunteers and stall holders	Consent	consent given when volunteer or organisation books a stall

COMMUNITY GROUPS

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED
Names, addresses, e-mail	partnership working with local groups	e-mail/telephone contact with represnetatives of local groups	Public interest	consent given when contacting the Parish Council

HUSKAR COMMUNITY ROOMS

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED
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Names, addresses, e-mail of chair and buildings manager of HCR	Liaison with HCR committee	e-mail/telephone contact with HCR committee and buildings manager	Contractual	consent given when committee signed lease
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COUNCILLORS		
HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer	Only hold current councillors information + ex councillors for one year after resignation.
electronically + paper	Contact details on website and village noticeboards.	Only hold current councillors information + ex councillors for one year after resignation.
electronically + paper	publicly accessible on website and minute book	none
paper only	Paper only in banking file at Clerk's office	none
electronically + paper	Electronically on password protected computer	Ensure e-mails to/from ex-councillors deleted after 1 year unless relate to a current project
electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer	none

EMPLOYEES

HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
electronically - HMRC Basic tools	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	Consent form completion and ensure former employees information only retained for the legislative maximum time
electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	ensure former employees information only retained for the legislative maximum time
electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up to cloud or hard drive	ensure only holding current employees information

ELECTORS/PARISHIONERS

HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
paper	Paper in locked cabinet/clerk holds key	none
held for 6 months inline with PC retention policy	Electronically on password protected computer, backed up to cloud or hard drive	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	Destroy all paper correspondence that does not relate to a current project or holds historical interest for Council archive
not stored (can be access via local planning portal)	None	Destroy all old planning applications held on file.

GRANT APPLICATIONS

HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
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Held in line with PC document retention policy	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up to cloud or hard drive	none
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CONTRACTS

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 to cloud or hard drive	none

ALLOTMENT TENANTS & WAITING LIST

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 to cloud or hard drive	Privacy notice and consent form. Obtain specific written consent from members regarding the use of the personal information provided to the council and add a GDPR note to tenancy agreements in future.

PITCH HIRE

HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
electronic and paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up to cloud or hard drive	Add privacy note to Pavilion and Recreation Ground booking form

HANGING BASKET SPONSORS

HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
electronic and paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up to cloud or hard drive	Add privacy note to Hanging Basket sponsor forms for next year.

NEWSLETTER

HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
electronic and paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up to cloud or hard drive	none
electronic and paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up to cloud or hard drive	none

EVENTS

HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
electronic and paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up to cloud or hard drive	Add privacy note to stall booking form and contact volunteers from summer fair to ask for permission to retain contact details for future events.

COMMUNITY GROUPS

HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
electronic and paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up to cloud or hard drive	Add privacy note to bottom of e-mails.

HUSKAR COMMUNITY ROOMS

HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
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electronic and paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up to cloud or hard drive	none
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