

Preston under Scar Parish Council - Data Audit 2018

	Personal Data Processed	Purpose of Processing	How processed	Lawful basis for processing	How Stored	Security/Access	Action required
Councillors	Register of interests	Legal requirement	Displayed on PuS website, sent to monitoring officer at RDC	Compliance with legal obligation	electronically + paper	Paper in locked cupboard, Council designated key holders. Electronically on password protected computer backed up to external hard drive	ensure information is current. Put information on PuS web site
	Contact Information	admin of Council	held by Clerk/ Councillors as needed	Public task	electronically + paper	Paper in locked cupboard, Council designated key holders Electronically on password protected computer backed up to external hard drive	ensure information is current
	Councillors names in minutes, ie showing attendance	legal requirement	Appears in minutes	Compliance with legal obligation	electronically + paper	Publicly accessible on PuS web site, notice board and PuS computer	none

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Employee (clerk)	Personal Details	legal obligation	HMRC	Compliance with legal obligation	principally electronically - HMRC Basic Tools	Paper in locked cupboard, Council designated key holders Electronically on password protected computer backed up to external hard drive	Ensure former employees' information only retained for the legislative maximum time
	Employment details/contract	legal obligation	held by Parish Council	Compliance with legal obligation	electronically + paper	Paper in locked cupboard, Council designated key holders Electronically on password protected computer backed up to external hard drive	Ensure former employees' information only retained for the legislative maximum time
	Bank details	process payments	electronic banking	Compliance with legal obligation	electronically + paper	Paper in locked cupboard, Council designated key holders Electronically on password protected computer backed up to external hard drive	Ensure only holding current employee's information.

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Electors/ Parishoners	Electoral Roll	admin for Parish Meetings	identify electors at Parish Meetings	Public Task	electronically	Electronically on password protected computer backed up to external hard drive	None
	E-mail addresses	communications with PC	electronically	Public Task	electronically, and until matter dealt with	Electronically on password protected computer backed up to external hard drive	Ensure only emails of consenting residents are retained.
	Contact details for written communications	communications with PC	paper	Public Task	paper; stored until matter dealt with	Papers in locked cupboard, Council designated key holders	Ensure only details of consenting residents are retained.
	Planning Applications	statutory consultee/legal obligation	to aid response to local planning authority	Public Task	Accessed via local planning portal, any paper copies are stored until issues surrounding the application are dealt with	Papers in locked cupboard, Council designated key holders	none

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Contracts	Names, addresses, emails	communications with contractor and admin of contract	communication with contractor and admin of contract	Contractual Necessity	in line with Statutory requirements and doc retention policy	Paper in locked cupboard, Council designated key holders. Electronically on password protected computer backed up to external hard drive.	none
Grant Application	names, addresses, emails	processing grant application by PC	respond to and process grant application	Public Task	principally electronically, and until matter dealt with	Paper in locked cupboard, Council designated key holders. Electronically on password protected computer backed up to external hard drive.	None

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Greenhouse Tennant	name, address, email	legal obligation	manage tenancy	Compliance with legal obligation	in line with Statutory requirements and doc retention policy	Paper in locked cupboard, Council designated key holders. Electronically on password protected computer backed up to external hard drive.	None
CEMETERY							
	contact details of families of deceased buried in cemetery	used to contact families	contact with families to administer cemetery	Compliance with legal obligation	in line with Statutory requirements and doc retention policy	Paper in locked cupboard, Council designated key holders. Electronically on password protected computer backed up to external hard drive.	None

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contact detail of persons holding cemetery reservations	used to contact persons holding a reservation	contact to administer cemetery	Compliance with legal obligation	in line with Statutory requirements and doc retention policy	Paper in locked cupboard, Council designated key holders. Electronically on password protected computer backed up to external hard drive.	None
contact details for undertakers, stone masons	used to contact for admin of cemetery	admin of cemetery	Public task	electronically + paper	Paper in locked cupboard, Council designated key holders. Electronically on password protected computer backed up to external hard drive.	None