

COLBURN TOWN COUNCIL DATA/INFORMATION AUDIT 2018

COUNCILLORS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Members							
Register of interests	legal requirement	displayed on website; sent to monitoring officer at principal authority	Compliance with legal obligation	statutory duty to complete - Localism Act 2011	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive	ensure only holding current councillors information
Contact information	admin of council	held by clerk	Public interest	request made when elected	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive	ensure only holding current councillors information
Councillors names in minutes, ie showing attendance	legal requirement	appears in minutes	Compliance with legal obligation	statutory requirement to record -LGA 1972 SCH12 para40	electronically + paper	publicly accessible on website and minute book	none

EMPLOYEES							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Personal details	legal obligation	HMRC/pension provider	Compliance with legal obligation	statutory duty to comply	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
Employment details/contract	legal obligation	held by clerk	Compliance with legal obligation	statutory duty to comply	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
Bank details	process payroll	input for electronic banking	Compliance with legal obligation	consent acquired when commenced employment	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	ensure only holding current employees information

ELECTORS/PARISHIONERS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Electoral roll	admin for the annual parish meeting & co-option	to identify electors at annual PM	Public interest	Provided by the Principal Authority	electronically first edition + paper/electronic monthly updates	Paper in locked cabinet/clerk holds key	none
E-mail addresses	communication with PC	used to communicate response	Public interest	Consent freely given for the purpose stated	held for 6 months inline with PC retention policy	Electronically on password protected computer, backed up on password encrypted hard drive.	state what e-mail address will be used for on reply e-mail (i.e. privacy notice)
Letters - contact details	communication with PC	used to communicate response	Public interest	Consent freely given for the purpose stated	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 interest	Provided by Local Planning Authority	not stored (can be access via local planning portal)	None	

GRANT APPLICATIONS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	processing grant application by parish council	used to respond to and process grant application	Public interest	Consent freely given for application purpose only	Held in line with PC document retention policy	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	none

CONTRACTS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	correspond with contractor and administer contract	correspond with contractor and administer contract	Contractual necessity	contract	held in line with statutory requirements and document retention policy	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	none

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Other examples of local council functions which may involve the processing of personal data:

- Burial grounds and Cemetery provsion - personal information held (ie, only living people). Held by Colburn, Hipswell & Scotton Joint Burial Authority.
- Markets- personal details of stall holders. No markets held in Colburn.
- Public buildings/village halls - details of hirers/users. Village Hall and Church Hall have their own self governing committees responsible for the events.
- Recreation ground - details of hirers/users. Colburn Leisure Centre runs as a commercial enterprise under Richmondshire Leisure Trust.
- Sports pitch hire - details of hirers/users. Colburn Leisure Centre runs as a commerciao enterprise under Richmondshire Leisure Trust.
- List newsletter subscribers. Newsletters are delivered to individual houses manually.
- Events - details of entertainers, stall holders , etc. Annual Gardening Competition held with names of section winners published in Newsletter & Website.

