

<b>COUNCILLORS</b>						
<b>PERSONAL DATA PROCESSED</b>	<b>PURPOSE OF PROCESSING</b>	<b>HOW PROCESSED</b>	<b>LAWFUL BASIS FOR PROCESSING</b>	<b>HOW STORED</b>	<b>SECURITY/ACCESS</b>	<b>ACTION REQUIRED</b>
<b>Members</b>						
Register of interests	legal requirement	displayed on website; sent to monitoring officer at principal	Compliance with legal obligation	N/A	N/A	none
Contact information	admin of council	held by clerk	Public interest	electronically	Electronically on password protected computer, backed up on password encrypted USB	ensure only holding current councillors information
Councillors names in minutes, ie showing attendance	legal requirement	appears in minutes	Compliance with legal obligation	electronically + paper	publicly accessible on website and minute book	none

<b>EMPLOYEES</b>						
<b>PERSONAL DATA PROCESSED</b>	<b>PURPOSE OF PROCESSING</b>	<b>HOW PROCESSED</b>	<b>LAWFUL BASIS FOR PROCESSING</b>	<b>HOW STORED</b>	<b>SECURITY/ACCESS</b>	<b>ACTION REQUIRED</b>
Personal details	legal obligation	HMRC	Compliance with legal obligation	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	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	Not stored	N/A	ensure only holding current employees information

<b>ELECTORS/PARISHIONERS</b>						
<b>PERSONAL DATA PROCESSED</b>	<b>PURPOSE OF PROCESSING</b>	<b>HOW PROCESSED</b>	<b>LAWFUL BASIS FOR PROCESSING</b>	<b>HOW STORED</b>	<b>SECURITY/ACCESS</b>	<b>ACTION REQUIRED</b>
Electoral roll	admin for the annual parish meeting only	to identify electors at annual PM	Public interest	Not stored	N/A	none
E-mail addresses	communication with PC	used to communicate response	Public interest	held for 6 months inline with PC retention policy	Electronically on password protected computer, backed up on password encrypted USB.	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	stored until matter dealt with	Paper in locked cabinet/clerk holds key	Once dealt with shredded
Planning applications	statutory consultee/legal obligation	used solely to aid response to Local Planning Authority	Public interest	not stored (can be access via local planning portal)	N/A	none

<b>CONTRACTS</b>						
<b>PERSONAL DATA PROCESSED</b>	<b>PURPOSE OF PROCESSING</b>	<b>HOW PROCESSED</b>	<b>LAWFUL BASIS FOR PROCESSING</b>	<b>HOW STORED</b>	<b>SECURITY/ACCESS</b>	<b>ACTION REQUIRED</b>
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 computer, backed up on password encrypted USB.	none

<b>ARCHIVES</b>						
<b>PERSONAL DATA PROCESSED</b>	<b>PURPOSE OF PROCESSING</b>	<b>HOW PROCESSED</b>	<b>LAWFUL BASIS FOR PROCESSING</b>	<b>HOW STORED</b>	<b>SECURITY/ACCESS</b>	<b>ACTION REQUIRED</b>
Archives and historical documents relating to the Village, Trusts and Green.	legal obligation	held by the PC	Compliance with legal obligation	held in line with statutory requirements and document retention policy	Paper in locked cabinet in the Village Hall. In a coded entry only room.	none