

**GDPR DATA/INFORMATION AUDIT: THORNER PARISH COUNCIL**

<b>COUNCILLORS</b>				
PERSONAL DATA	HOW PROCESSED	LAWFUL BASIS	HOW STORED	SECURITY/ACCESS
<b>Members</b>				
Register of interests	Information displayed on website and sent to monitoring officer at principal authority	Legal obligation	Soft copy	Electronically on password protected computer, backed up on password encrypted hard drive
Contact information	Held by Clerk	Exercise of Official Authority	Hard and soft copy	Held in secure cabinet and electronically on password protected computer, backed up on password encrypted hard drive
Councillors names in minutes, ie showing attendance	Appears in minutes	Legal obligation	Hard and soft copy	Publicly accessible on website and minute book
<b>EMPLOYEES</b>				
PERSONAL DATA	HOW PROCESSED	LAWFUL BASIS	HOW STORED	SECURITY/ACCESS
Personal details	HMRC-NESTPension	Legal obligation	Electronically - HMRC Basic tools	Electronically on password protected computer, backed up on password encrypted hard drive.
Employment details/contract	Held by clerk	Legal obligation	Soft copy	Held in secure cabinet and Electronically on password protected computer, backed up on password encrypted hard drive.
<b>RESIDENTS</b>				
PERSONAL DATA	HOW PROCESSED	LAWFUL BASIS	HOW STORED	SECURITY/ACCESS
Electoral roll	Held by Clerk	Exercise of Official Authority	Hard and soft copy	Held in secure cabinet and Electronically on password protected computer, backed up on password encrypted hard drive.
E-mail addresses	Used to communicate	Exercise of Official Authority	Parish Council retention policy	Electronically on password protected computer, backed up on password encrypted hard drive.
Letters - contact details	Used to communicate	Exercise of Official Authority	Parish Council retention policy	Paper in locked cabinet/clerk holds key
Planning applications	Used solely to aid response to Local Planning Authority	Exercise of Official Authority	Parish Council retention policy	Electronically on password protected computer, backed up on password encrypted hard drive
<b>GRANT APPLICATIONS</b>				
PERSONAL DATA	HOW PROCESSED	LAWFUL BASIS	HOW STORED	SECURITY/ACCESS
Names, addresses, e-mail	Used to respond to and process grant applications	Exercise of Official Authority	Parish Council retention policy	Held in secure cabinet and electronically on password protected computer, backed up on password encrypted hard drive.

<b>CONTRACTS</b>				
<b>PERSONAL DATA</b>	<b>HOW PROCESSED</b>	<b>LAWFUL BASIS</b>	<b>HOW STORED</b>	<b>SECURITY/ACCESS</b>
Names, addresses, e-mail	correspond with contractor and administer contract	Consent	Parish Council retention policy	Held in secure cabinet and Electronically on password protected computer, backed up on password encrypted hard drive.
<b>GARDEN TENANTS</b>				
<b>PERSONAL DATA</b>	<b>HOW PROCESSED</b>	<b>LAWFUL BASIS</b>	<b>HOW STORED</b>	<b>SECURITY/ACCESS</b>
Names, addresses, e-mail	Issue letters/agreements	Contractual obligation	Parish Council retention policy	Held in secure cabinet and electronically on password protected computer, backed up on password encrypted hard drive.
<b>NEWSLETTER SUBSCRIBERS</b>				
<b>PERSONAL DATA</b>	<b>HOW PROCESSED</b>	<b>LAWFUL BASIS</b>	<b>HOW STORED</b>	<b>SECURITY/ACCESS</b>
Names, addresses, e-mail	Request articles	Exercise of Public Authority	Parish Council retention policy	Electronically on password protected computer, backed up on password encrypted hard drive.
<b>PUBLIC BUILDINGS</b>				
<b>PERSONAL DATA</b>	<b>HOW PROCESSED</b>	<b>LAWFUL BASIS</b>	<b>HOW STORED</b>	<b>SECURITY/ACCESS</b>
Names, addresses, e-mail	Held by Clerk	Consent	Parish Council retention policy	Electronically on password protected computer, backed up on password encrypted hard drive.