

Parwich Parish Council Data Audit

Description	What personal information is collected	Why is the data held and what is it used for	Basis for processing data (1)	Who holds the data and who can access it?	What security controls are in place? (2)	How long is data kept for? (3)	Is this covered by our privacy notice? (4)	ACTION REQUIRED
Correspondence with residents	Names, contact details, views, requests	Responding to enquiries, requesting information or action	Public task, Legitimate interest	Held by Clerk, contained in e-mails copied to Councillors	Paper copies secured. Electronic copies require password to access.	No longer than ten years unless archived	Yes	Write and Implement policy
Correspondence with potential suppliers	Names, contact details responses	Tendering	Public task	Held by Clerk, contained in e-mails copied to Councillors	Paper copies secured. Electronic copies require password to access.	No longer than ten years unless archived	Yes	Write and Implement policy
Correspondence with suppliers	Names, contact detail, contracts, arrangements	Tendering for, placemnet of and payment for goods and services	Contract	Held by Clerk, contained in e-mails copied to Councillors	Paper copies secured. Electronic copies require password to access.	No longer than ten years unless archived	Yes	Write and Implement policy
Correspondence with tenants	Names, contact details, agreements, invoicing	Tenancy agreements, payments and issues arising	Contract	Held by Clerk, contained in e-mails copied to Councillors	Paper copies secured. Electronic copies require password to access.	No longer than ten years unless archived	Yes	Write and Implement policy
Correspondence with external bodies (e.g. DCC, HMRC, DALC)	Names, contact details, various	Requests for support or advice, booking training, submitting information	Public task, Legitimate interest	Held by Clerk, contained in e-mails copied to Councillors	Paper copies secured. Electronic copies require password to access.	No longer than ten years unless archived	Yes	Write and Implement policy
Councillor personal information	Names and contact details, declarations of interest, D.O.B.	Recording details of councillors	Legal obligation	Held by Clerk, contained in e-mails copied to Councillors	Paper copies secured. Electronic copies require password to access.	Until no longer a Councillor	Yes	Write and Implement policy

Notes

1. For definitions and usage see <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>
2. See PPC GDPR Policy for further detail
3. See PPC GDPR Policy for further detail
4. Privacy notice based on DALC template covers wide range of data collection and use

Reviewed September 2018