

COUNCILLORS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Register of Interests	Legal requirement	Displayed on website, sent to monitoring officer at principal authority	Legal obligation	Electronically and paper	Paper in locked file/Clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive	Ensure only holding current Councillor's data
Contact Information	Admin of Council	Held by Clerk and fellow Councillors	Public Task	Electronically and paper	Paper in locked file/Clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive	Ensure only holding current Councillor's data
Declaration for Account Signatories	Financial Fitness	Held by Clerk	Public Task/Financial Best Practice	Paper	Paper in locked file/Clerk holds key	Ensure only holding live account signatories declarations.
Councillors' names in minutes, e.g., showing attendance, proposing, seconding etc	Legal requirement	Appears in minutes	Legal obligation	Electronically and paper	Publicly available on website	None

ELECTORS/PARISHIONERS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Electoral roll	Admin for electoral nomination forms	To identify electors nominating candidates	Public Task	Paper	Paper in locked cabinet/clerk holds the key	None
Email addresses	Communication with PC	Used to communicate response	Public task	Held for six months in-line with PC Retention Policy	Electronically on password protected computer, backed up on password protected hard drive	State what email address will be used for on reply email, i.e., privacy notice.
Letters - contact details	Communication with PC	Used to communicate response	Public Task	Stored until matter dealt with	Paper in locked cabinet/clerk has key	
Planning applications	Statutory/ legal obligation	Use solely to aid response to local planning authorities	Public Task	Not stored (can be accessed via local planning portal)	None	Ensure no personal information is displayed in minutes etc
Emergency volunteers	Communication with PC in the event of an emergency	Used to co-ordinate Response	Consent received	Stored until volunteer withdraws consent	Electronically on password protected computer, backed up on password protected hard drive	Ensure list is kept up to date

CONTRACTS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, emails	Correspond with contractor and administer contract	Used to enter into and monitor contract	Necessary to enter into and monitor contract	Held in line with statutory requirements and data retention policy	Paper in locked file/Clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive	None

Policy Reviewed July 2024

Chairman

Clerk