

GDPR DATA/INFORMATION AUDIT:

Approved 06/05/2026

COUNCILLORS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Members						
Register of interests	legal requirement	displayed on website; sent to monitoring officer at principal authority	Legal Obligation	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 data
Contact information	admin of council	held by clerk	Public Task	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 data
Councillors names in minutes, ie showing attendance	legal requirement	appears in minutes	Legal Obligation	electronically + paper	publicly accessible on website and minute book	none

EMPLOYEES						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Personal details	legal obligation	HMRC/pension provider	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 if the Council wants to use the data for other purposes. Ensure that the data of former employees only retained for the legislative maximum time

ELECTORS/PARISHIONERS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Electoral roll	admin for the annual parish meeting only	to identify electors at annual PM	Public Task	paper	Paper in locked cabinet/clerk holds key	none
E-mail addresses	communication with PC	used to communicate response	Public Task	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 Task	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 Task	not stored (can be accessed via local planning portal)	None	none - ensuring no personal data is displayed at PC meetings (or agendas, minutes etc)

GRANT APPLICATIONS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	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 Task	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	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
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 hard drive.	none

ALLOTMENT TENANTS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	legal obligation	issue tenancy and correspond	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 hard drive.	Privacy notice to issue. Consent form required if the council wants to process the data for other purposes outside of allotment administration.

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

Burial grounds and Cemetery provision - personal information held (ie, only living people)

Markets- personal details of stall holders

Public buildings/village halls - details of hirers/users

Recreation ground - details of hirers/users

Sports pitch hire - details of hirers/users

Newsletter subscribers

Events - details of entertainers, stall holders , etc

Note that this is not an exhaustive list - Councils and parish meetings need to consider their own activities in this data audit.