

OULTON PARISH COUNCIL GDPR DATA/INFORMATION AUDIT; CONFIRMED AT PC MEETING 1 MARCH 2022

MEETING MINUTE	926/22/12				
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS – HOW ACQUIRED	HOW STORED
MEMBERS					
Register of interests	Legal requirement	Displayed on website; sent to monitoring officer at principal authority	Compliance with legal obligation	Statutory duty to complete – Localism Act 2011	Electronically & paper
Contact information	Admin of council	Held by clerk	Public Interest	Request made when elected	Electronically & paper
Councillors names in minutes, ie showing attendance	Legal requirement	Appears in minutes	Compliance with legal obligation	Statutory requirement to record – LGA 1972 SCH12 para 40	Electronically & paper
EMPLOYEES					
Personal details	Legal obligation	HMRC	Compliance with legal obligation	Statutory duty to comply	Electronically – HMRC Basic tools
Employment details/contract	Legal obligation	Held by clerk	Compliance with legal obligation	Statutory duty to comply	Electronically & paper
Bank details	Process payroll	Input for electronic banking	Compliance with legal obligation	Consent acquired when commenced employment	Electronically & paper

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ELECTORS/PARISHIONERS					
Electoral roll	Admin for the annual parish meeting only	To identify electors at annual PM	Public interest	Provided by the Principal Authority	Paper
Email addresses	Communication with PC	Used to communicate response	Public interest	Consent freely given for the purpose stated	Held for 6 months inline with PC retention policy
Letters – contact details	Communication with PC	Used to communicate response	Public interest	Consent freely given for the purpose stated	Stored until matter dealt with
Planning applications	Statutory consultee/legal obligation	Used solely to aid response to Local Planning Authority	Public interest	Provided by Local Planning Authority	Not stored (can accessed via local planning portal)
GRANT APPLICATIONS					
Name, addresses, email	Processing grant application by parish council	Used to respond to process grant application	Public interest	Consent freely given for application purpose only	Held in line with PC document retention policy
CONTRACTS					
Name, addresses, email	Correspond with contractor and administer contract	Correspond with contractor and administer contract	Contractual necessity	Contract	Held in line with statutory requirements and document retention policy.