

# GILDERSOME PARISH COUNCIL DATA AUDIT

*In compliance with the GDPR : effective from 25<sup>th</sup> May 2018*

Description	Why is the data held and what is it used for?	Basis for processing data (e.g. consent, legal obligation etc)	Who holds the data and who can access it?	What security controls are in place?	How long is data kept for?	Is this covered by our privacy notice?	ACTION REQUIRED
<b>Electoral Register</b>	Supplied by LCC for administrative purposes.	Legal obligation (under Regulation 36, RPR2001)	The Clerk. Councillors and members of the public.	Paper declarations kept in a locked filing cabinet.	Permanently. The Parish Council receives updates from LCC.	N/A Open to public domain.	Non
<b>Planning Applications</b>	Supplied by LCC for administrative purposes.	Legal obligation	The Councillor responsible for Planning. Access to all.	Non, as it is on our website and LCC Public Access site	Ongoing, subject to planning decisions.	N/A	Non
<b>Residents emails/phone numbers/addresses</b>	Follow up to enquiries/ Parish Council Events	Sent to Clerk to help with enquiries/support events.	The Clerk. Accessed by the Parish Council and authorised 3 <sup>rd</sup> parties.	Emails password protected. Paper correspondence kept in a locked filing cabinet.	As long as an enquiry is ongoing or residents wish to be involved with PC events.	Yes	To inform residents of new Data Protection Regulations
<b>Parish Council Records/Minutes/Police Reports/Finance/Reports Accounts/Invoices/Insurances/ Audit Reports.</b>	Legal Obligation	Legal Obligation	The Clerk. Minutes, Audits & Agenda available online via the Transparency Code.	Documents password protected. Paper copies kept in a locked cabinet.	Minutes indefinitely. Agenda 5 years. For other items see : <a href="http://www.slcc.co.uk">www.slcc.co.uk</a> GDPR	Yes	Non