

Information Audit 2018 FONTMELL MAGNA PARISH COUNCIL

Staff							How would we rectify/delete/restrict processing/transfer/deal with an objection/stop automated decisions/profiling of the data if requested?					
What personal data do we hold?	Where does it come from?	Who we share it with?	Lawful basis for processing the information	What format is it in?	How is it secured?	Who is responsible for it?	Rectify	Delete	Restrict processing	Transfer	Objection	Automated decisions/Profiling
Staff personal records - including contracts, disciplinary records, sickness records, references (including name, date of birth, address, phone numbers, next of kin, email address, passport photocopy, driving licence photocopy, bank details, allergies, ethnic origin, qualifications, employment history, previous convictions, marital status, personal interests, fitness for work, stress management risk assessments)	Staff	Internally - Councillors and the Clerk (Councillors are involved in appointment of certain positions) Externally - Payroll/Pensions, Reference requests, HMRC Banks & Financial Institutions	Data subject provided consent to processing of personal data for specific purpose	Written and electronic	The electronic files are password protected. Hard copies are locked in filing cupboards.	Clerk/RFO	Update original and copies	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	6 years
Appraisals (name, pay details)	Staff	The Clerk and Councillors	Data subject provided consent to processing of personal data for specific purpose	Written and electronic	The electronic files are password protected. Hard copies are locked in filing cupboards.	Clerk/RFO	Update original and copies	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post, and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	6 years
Employee specific salary details	Clerk/Councillors/Public through Financial Documentation	Councillors/ Bookkeeper/ HMRC	Data subject provided consent to processing of personal data for specific purpose	Written and electronic	The electronic files are password protected. Hard copies are locked in filing cupboards.	Clerk/RFO/ relevant Clirs	Update original and copies	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post, and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	6 years
Vacancy application forms	External applicants	These are shared with the Clerk and Councillors	Data subject provided consent to processing of personal data for specific purpose	Written and/or electronic	The electronic files are password protected. Hard copies are locked in filing cupboards.	Clerk/RFO	Update original and copies	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post, and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	6 years
Councillors							How would we rectify/delete/restrict processing/transfer/deal with an objection/stop automated decisions/profiling of the data if requested?					
What personal data do we hold?	Where does it come from?	Who we share it with?	Lawful basis for processing the information	What format is it in?	How is it secured?	Who is responsible for it?	Rectify	Delete	Restrict processing	Transfer	Objection	Automated decisions/Profiling
Agendas, minutes and reports to Committees and Council	Clerk/RFO	These are a public document, however confidential and staffing matters are for Councillors only.	Necessary for performance of task in public interest or in official authority	Written and electronic	The electronic files are password protected. Hard copies are locked in filing cupboards.	Councillors are responsible for keeping confidential documents secure.	Update reports	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post, and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	As the Parish Council holds and archives copies, Councillors can destroy historic agendas, minutes and reports.
Appraisals	Chairman	This is shared with the Councillors	Data subject provided consent to processing of personal data for specific purpose	Written and electronic	The electronic files are password protected. Hard copies are locked in filing cupboards.	Parish Clerk	Update original and copies	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post, and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	6 years
Emails	Staff, Councillors and Members of public	Staff, Councillors	Data subject provided consent to processing of personal data for specific purpose	Written and electronic	The electronic files are password protected. Hard copies are locked in filing cupboards.	Councillors are responsible for keeping confidential documents secure.	Update data	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post, and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	Destroy as soon as there is no longer an administrative requirement.
Email/telephone or face-to-face enquiries (name, address, email, phone numbers)	Members of the public	A redacted version removing personal data with Councillors and other members of the public. Some data is shared where necessary, in order to resolve any issues raised by the member of public.	Necessary for performance of task in public interest or in official authority	Written and electronic	The electronic files are password protected. Hard copies are locked in filing cupboards.	Councillors are responsible for keeping confidential documents secure.	Update data	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post, and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	N/A

Clerk							How would we rectify/delete/restrict processing/transfer/deal with an objection/stop automated decisions/profiling of the data if requested?					
What personal data do we hold?	Where does it come from?	Who we share it with?	Lawful basis for processing the information	What format is it in?	How is it secured?	Who is responsible for it?	Rectify	Delete	Restrict processing	Transfer	Objection	Automated decisions/Profiling
Email/telephone or face-to-face enquiries (name, address, email, phone numbers)	Members of the public	With Councillors and other members of the public. Personal data will be redacted before sharing if not needed to resolve the enquiry.	Necessary for performance of task in public interest or in official authority	Written and electronic	The electronic files are password protected. Hard copies are locked in filing cupboards.	Clerk/RFO	Update data	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post, and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	Destroy as soon as there is no longer an administrative requirement.
Grant application process (name, address, telephone numbers, email addresses, bank statements and details)	Groups and organisations	With Councillors and other members of the public. Personal data will be redacted before sharing if not needed to resolve the enquiry.	Necessary for performance of a potential contract	Written and electronic	The electronic files are password protected. Hard copies are locked in filing cupboards.	Clerk/RFO	Update original and copies	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post, and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	Destroy as soon as there is no longer an administrative requirement.
Contacts and Addresses Database (name, address, telephone numbers, email addresses) (includes historic data so staff can view who was invited to which event)	Staff, Civic dignitaries & external organisations	This information is only used to send invitations, news and event details to those on the database.	The Parish Council uses this data in order to involve people and keep them updated on activities of the council. Consent forms have been sent (or are being sent) to all contacts on the databases to ensure explicit consent exists.	Electronic	The electronic files are password protected.	Clerk/RFO	Update database	Delete entry in database	Mark electronic entry	Retrieve from database and email	Mark electronic entry	N/A
Event attendees (e.g. any Parish Council event such as Remembrance, Community Expo) (name, address, telephone numbers, email addresses)	External organisations	This information is only used to send invitations, news and event details to those on the database.	Parish Council uses this data in order to involve people and keep them updated on activities of the council. Consent forms have been sent (or are being sent) to all contacts on the databases to ensure explicit consent exists.	Electronic	The electronic files are password protected.	Clerk/RFO	Update database	Delete entry in database	Mark electronic entry	Retrieve from database and email	Mark electronic entry	N/A
Parish/Neighbourhood Plan Database	NP Working Group	This information is only used to send meeting agendas, minutes and news updates to those on the database.	Necessary for performance of a service, as the Parish Council facilitates this project.	Electronic	The electronic files are password protected.	Clerk/RFO?NP Working Group	Update database	Delete entry in database	Mark electronic entry	Retrieve from database and email	Mark electronic entry	N/A
Website (names, addresses, email addresses, telephone numbers, organisation details, venues for hire)	Groups, organisations and businesses	This information is to help promote local groups, organisations and venues to hire (other than the Parish Councils)	Over the years, groups/venues, businesses have asked to be included on the page. Consent forms have been sent (or are being sent) to all contacts on the databases to ensure explicit consent exists.	Electronic	This information is viewable to anybody accessing the Parish Council's website.	Clerk/RFO	Update upon request	Delete upon request	N/A	N/A	N/A	N/A
Reports to Committees and Council	Clerk/Councillors	This is a public document, however only confidential and staffing matters are for Councillors only (staff are identified by staff number, not name unless this is unavoidable).	Necessary for performance of task in public interest or in official authority	Written and electronic	The electronic files are password protected. Hard copies are locked in filing cupboards.	Clerk/RFO	Update reports	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post, and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	Destroy or transfer to Dorset History Centre as soon as there is no longer an administrative requirement.
Data the Parish Council publishes on the Councillors on website and notice boards	Clerk/Councillors	Members of the public		Written and electronic		Clerk/RFO						
Contractors' details (names, addresses, emails, phone numbers, references)	Contractors carrying out work on Parish Council venues/land	Clerk/RFO	Necessary for performance of a contract	Written and electronic	The only electronic device that holds some of this data is the Clerks' mobile phone. Hard copies of this data is also locked filing Cabinets.	Clerk/RFO	Update original and copies	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post, and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	N/A

Service - Contracts							How would we rectify/delete/restrict processing/transfer/deal with an objection/stop automated decisions/profiling of the data if requested?					
What personal data do we hold?	Where does it come from?	Who we share it with?	Lawful basis for processing the information	What format is it in?	How is it secured?	Who is responsible for it?	Rectify	Delete	Restrict processing	Transfer	Objection	Automated decisions/Profiling
Quotes (name, address, email, phone numbers, references)	External companies and contractors	Councillors and other members of the public and the auditors	Necessary for performance of a potential contract	Written and electronic	Locked filing cupboards or electronically (password protected)	Clerk/RFO	Update original and copies	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post, and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	N/A
Contracts	Utilities, contractors, etc.	Councillors and auditors	Necessary for performance of a contract	Written and electronic	Locked filing cupboards or electronically (password protected)	Clerk/RFO	Update original and copies	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post, and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	N/A
Invoices (name, address, email, phone numbers, supplier bank details, references)	External companies and contractors	Councillors and auditors	Necessary for performance of contract	Written and electronic	Locked filing cupboards or electronically (password protected)	Clerk/RFO	Update original and copies	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post, and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	N/A
Statements (name, address, phone numbers and email)	External companies and contractors	Councillors and auditors	Necessary for performance of contract	Written and electronic	Locked filing cupboards or electronically (password protected)	Clerk/RFO	Update original and copies	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post, and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	N/A
Remittance advice	External companies and contractors	This is only shared with Councillors and auditors	Necessary for performance of contract	Written and electronic	Locked filing cupboards or electronically (password protected)	Clerk/RFO	Update original and copies	Trace and shred written submission from filing system and delete electronic copies	Trace and mark written copy from filing system and mark electronic copies	Retrieve from filing system and post, and retrieve from electronic system and email	Trace and mark written copy from filing system and mark electronic copies	N/A