

CLIFFE PARISH COUNCIL - DATA INFORMATION AUDIT						May-18
Category	Ref	Data Processed	Reason(s) for Processing	Use	Storage & (Security)	Actions applying to data in category
Councillors	1.1	Contact Details	Public Task	Administration of Council Performance of Duties	Electronic (password protected); Paper; Website (controlled)	Ensure details are up to date for current Councillors Delete out of date information Delete unnecessary information
	1.2	Register of Interests	Legal Obligation	Compliance	Electronic (password protected); Website; Paper (Secure filing); SDC Website	Remove information when Councillor is no longer in office Review contested information - confirm or remove
	1.3	Minutes of Meetings	Legal Obligation	Compliance	Electronic (password protected); Website; Paper (personal files); Notice Boards (locked)	
Employees	2.1	Personal Details	Legal Obligation	Administration of Council	Electronic (password protected); Paper (secure filing); viewed only on request	Ensure details are up to date Delete out of date information Delete unnecessary information
	2.2	Contract of Employment	Legal Contract / Necessity	Compliance	" (held only by Job Holder & Clerk)	Retain information as per Legal Requirements Review contested information - confirm or remove
	2.3	Job Description & Personal File	Legal Contract / Necessity	Compliance	" (held only by Job Holder & Clerk)	
	2.4	Bank Details	Legal Contract / Necessity	Process Payments	" (Held only by Clerk)	
Contractors	3.1	Contractor Detail (Name, Address, Telephone, Email)	Legal Contract / Necessity	Administration of Business	Electronic (password protected); Paper (secure filing)	Ensure details are up to date Delete out of date information Delete unnecessary information
	3.2	Copies of Contracts / Agreements of Employ	Legal Contract / Necessity	Administration of Business	"	Retain information as per Legal Requirements Review contested information - confirm or remove
	3.3	Bank Details	Legal Contract / Necessity	Process Payments	" (Held only by Clerk)	
Residents / Electors	4.1	Electoral Roll	Public Task	Administration of Annual Parish Meeting	Paper (secure filing)	Ensure details are up to date Delete out of date information Delete unnecessary information
	4.2	Contact Details (Name, Address, Telephone, Email)	Public Task	To communicate response, provide updates	Electronic (password protected); Paper (secure filing)	Review contested information - confirm or remove Delete when matter is dealt with
	4.3	Correspondance	Public Task	Communication to and from Council	Electronic (password protected); Paper (secure filing)	
Ward Councillors & Council Officers	5.1	Contact Details (Name, Address, Telephone, Email)	Public Task	Administration of Business, progressing actions	Electronic (password protected); Paper	Ensure details are up to date Delete out of date information Delete unnecessary information
	5.2	Correspondance	Public Task	Communication to and from Councillors & Council	Electronic (password protected); Paper (secure filing)	Retain information as per Legal Requirements Review contested information - confirm or remove Delete when matter is dealt with
Category	Ref	Data Processed	Reason(s) for Processing	Use	Storage & (Security)	Actions applying to data in category
Associated Bodies Playing Fields Assoc, Allotments Society,	6.1	Chair, Secretary Contact Details (Name, Address, Telephone, Email)	Public Task	Administration of Business, progressing actions	Electronic (password protected); Paper (secure filing)	Ensure details are up to date Delete out of date information Delete unnecessary information

Village Hall Committee	6.2	Correspondance	Public Task	Communication to and from these groups and their officers	Electronic (password protected); Paper (secure filing)	Retain information as per Contractual Requirements Review contested information - confirm or remove Delete when matter is dealt with
	6.3	Contracts and / or Agreements	Legal Contract / Necessity	Monitor relationships, ensure compliance	Electronic (password protected); Paper (secure filing)	
Outside Bodies e.g. NALC, YLCA, Grant Awarding Bodies, Other PC's and members	7.1	Specific Contact Details (Name, Address, Telephone, Email)	Public Task	Administration of Business, progressing actions	Electronic (password protected); Paper	Ensure details are up to date Delete out of date information Delete unnecessary information
	7.2	Correspondance	Public Task	Communication to and from individuals / officals	Electronic (password protected); Paper (secure filing)	Retain information as per specified requirements Review contested information - confirm or remove Delete when matter is dealt with Retain information as per specified requirements
		CM Topping				
		03.09.18				