

Draft Audit

Topic	Legal basis for processing	How processed	Lawful basis for processing	Security/Access	Access required/ comments
Councillors' personal data					
Register of Interests	Legal requirement	Displayed on Leeds City Council website with a link from the Parish Council	Legal obligation	Electronically on password protected computer backed up on password encrypted hard drive	Ensure only holding current councillors' data
Contact information	Council admin	Held by Clerk	Legal obligation	Electronically on password protected computer backed up on password encrypted hard drive	Ensure only holding current councillors' data
Councillors' names in minutes	Legal requirement	Appears in minutes	Legal obligation	Publicly accessible on website and minute book	None
Employees' personal data					
Personal details	Legal obligation	HMRC/Payroll Agency/Pension Provider	Legal obligation	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
Employment details/contract	Legal obligation	Held by Clerk	Legal obligation	Electronically on password protected computer backed up on password encrypted hard drive	Ensure that the data of former employees only retained for the legislative maximum time
Bank details	Legal obligation	Held by Payroll Provider and in correspondence	Legal obligation	Electronically on password protected computer backed up on password encrypted hard drive	Ensure only holding current employees data
Electors/Parishioners					
Email addresses	Communication	Used to communicate response	Public Task	Electronically on password protected computer backed up on password encrypted hard drive	State what email address will be used for on reply email (privacy notice)

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Letters – contact details (scanned to laptop and original shredded)	Communication	Used to communicate response	Public Task	Electronically on password protected computer backed up on password encrypted hard drive	
Planning applications	Statutory consultee/legal obligation	Used solely to aid response to Local Planning Application	Public Task	Copies of contentious planning applications stored in filing cabinet	None
Grant applications					
Names, addresses, email	Processing grant applications by the Parish Council	Used to respond to and process grant applications	Public Task	Electronically on password protected computer backed up on password encrypted hard drive	None

Adopted: