

### Personal Data Audit by Winkleigh Parish Council - ap

Type of Data	Why it is collected	Where it comes from
Electoral Roll	For Council use only. Details of names and addresses of electorate	Torridge District Council
Letters from residents	Queries or complaints from residents	Residents
Emails from residents	Queries or complaints from residents	Residents
Contact database (names, address and telephone numbers of councillors and other village organisations which are already in the public domain)	To share information with residents	Councillors and other village organisations (not contact details of
Clerk's employment details	For contract of employment	Clerk
Job applications, CV's	To appoint new staff	None at present

Councillor address/telephone details	To enable Council to carry out its role	Councillors
Complaints and reporting issues	To deal with complaints	None at present
Grant applications	To apply for grant funding	Various organisations
Planning applications	To enable the Council to respond to planning application consultations	Torrige District Council
Contracts with individuals and organisations	To carry out the Council's legal role e.g grass cutting	Individuals or organisations
Communications with third parties (County Councils, District Councils, Parish and Town Councils, HMRC, Charities, County Associations, SLCC, LCPAS, village organisations)	Sharing of information	Third party organisations
Email addresses	To communicate with residents in response to queries or complaints	Residents
IP address	To communicate with residents in response to queries or complaints	Residents
Purchase history	Purchases from suppliers	Companies

Downloads	For information to enable Council to carry out its role	Various
Pay and PAYE information	To enable Council to carry out its role as an employer	Clerk
Financial information /history	To enable Council to carry out its role	Various
Details of donations	Fundraising for village projects	Residents
Suppliers contracts	To enable Council to carry out its role	Various
Subscription Services	To enable Council to carry out its role	Various
Information relating to children	To canvas views of children in relation to projects directly affecting them	None
Website	Sharing of information to enable council to carry out its role and comply with the transparency code	Various
Agendas and minutes	Sharing of information about Council's activities to comply with its legal obligations and the Transparency Code	Produced by the clerk

Burial Records	To enable Council to carry out its role	Residents/Undertakers
Exclusive Rights of burial	To enable Council to carry out its role	Residents
Memorial Applications	To enable Council to carry out its role	Residents
Facebook posts and addresses	To communicate with residents in response to queries or complaints	Residents

**proved 26th June 2019 Minutes 78.19**

Who it is shared with	Consent obtained	How it is protected
Clerk only for PC business	Not required - master obtained by TDC	Stored on clerk's PC laptop which is in her locked home. Laptop is password protected as are the council internet accounts. The laptop has a firewall and anti-virus software. Individual documents and files are password protected, with password known only by authorised Cllrs. The laptop is updated and
Clerk and councillors	Postal consent form to be completed/sent by Clerk for each matter	Stored in locked metal cabinet clerk's home.
Clerk and councillors	Email consent form to be completed/sent by Clerk for each matter	Stored on clerk's laptop which is in her locked home. Laptop is password protected as are the council internet accounts. The laptop has a firewall and anti-virus software and the laptop is updated and back-up carried out regularly with external harddrive back up stored in locked fireproof cabinet in clerks home
Clerk only	Not required for councillors, organisations or charities	Stored on clerk's laptop (see above)
Clerk and councillors	Employee consent form	Stored in locked metal cabinet clerk's home with some data held on Clerk's laptop (see
	Application consent form	Stored in locked metal cabinet clerk's home with some data held on Clerk's laptop (see above)

Clerk and councillors	Not required as public organisations	Stored on Clerk's laptop and Metal filing cabinet (see above) in accordance with document retention policy
Clerk and councillors	Consent form completed and sent to reporting person	Stored in locked metal cabinet clerk's home with some data held on Clerk's laptop (see above)
Clerk and councillors	Not required as public organisations	Stored in locked metal cabinet clerk's home with some data held on Clerk's laptop (see above)
Clerk and councillors, residents	Not required as consent held by TDC	Stored on clerk's laptop which is in her locked home. Laptop is password protected as are the council internet accounts. The laptop has a firewall and anti-virus software and the laptop is updated and back-up carried out regularly with external harddrive back up stored in locked fireproof cabinet in clerks home
Clerk and councillors	Consent form completed as necessary	Stored in locked cabinet in clerk's home
Clerk and councillors, residents where applicable	Not required as public organisations	Stored on Clerk's laptop or locked cabinet as above
Clerk only	Consent form completed and sent to reporting person	Stored on clerk's laptop (see above)
Clerk only	Consent form completed and sent to reporting person	Stored on clerk's laptop (see above). Clerk no longer forwards on personal emails but uses saves them and sends them as an attachment or copies and pastes information from the email
Clerk and councillors	Not required as companies not covered by GDPR	Stored on Clerk's laptop and Metal filing cabinet (see above) in accordance with document retention policy

Clerk only	Not required as companies not covered by GDPR	Stored on clerk's laptop (see above)
Clerk and councillors	Not required as public organisations	Stored on clerk's laptop (see above)
Clerk and councillors	Not required as public organisations	Stored on Clerk's laptop and Metal filing cabinet (see above) in accordance with document retention policy
Clerk and councillors	Consent form completed and sent to reporting person if applicable	Stored on Clerk's laptop and Metal filing cabinet (see above) in accordance with document retention policy
Clerk and councillors	Not required as companies not covered by GDPR	Stored on Clerk's laptop and Metal filing cabinet (see above) in accordance with document retention policy
Clerk and councillors	Not required as companies not covered by GDPR	Stored on Clerk's laptop and Metal filing cabinet (see above) in accordance with document retention policy
None	Parental Consent Required for under 17 year olds	Stored on Clerk's laptop and Metal filing cabinet (see above) in accordance with document retention policy
Everyone	Yes if information about a member of public is published on the website, with consent form completed and sent to person in question	Stored on clerk's laptop (see above)
Councillors and residents via noticeboards and website	No personal information is included in the agendas or minutes	Stored on clerk's laptop (see above) and in minutes folders stored in locked metal cabinet in Clerks home

Clerk only for PC business	Not required - Does not form part of GDPR	Stored on Clerk's laptop and Metal filing cabinet (see above), Burial Register kept in safe in Community Centre, in accordance with document retention policy
Clerk only for PC business	Consent form completed and sent by clerk to relevant person	Stored on Clerk's laptop and Metal filing cabinet (see above) in accordance with document retention policy
Clerk only for PC business	Consent form completed and sent by clerk to relevant person	Stored on Clerk's laptop and Metal filing cabinet (see above) in accordance with document retention policy
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