

YOXFORD PARISH COUNCIL - PERSONAL DATA AUDIT

Subject	Nature/purpose of processing	Type of data/source	Identity of data subject	Lawful basis for processing	Data controls
<p>Planning Applications</p>	<p>Consultations and decisions published regularly by East Suffolk Council and shared with the Parish Council.</p> <p>Clerk emails details of planning applications to the Planning Advisory Group Lead who shares them with the Planning Advisory Group members.</p> <p>Address details are published with the agenda and minutes on noticeboards and the village website and are discussed in an open meeting.</p>	<p>Provided electronically and by post from East Suffolk Council as the authority with responsibility to determine planning applications.</p> <p>Names and contact information of the applicants and their agents.</p>	<p>Planning applicant and their agents.</p> <p>Other members of the public speaking at an open Parish Council meeting.</p>	<p>Compliance with legal obligation.</p>	<ol style="list-style-type: none"> 1. Clerk to check all information to ensure sensitive personal data is redacted where possible before sharing or publishing. 2. Information in the agenda and minutes to include only necessary information to identify and consider the application or decision. 3. Any correspondence between the Parish Council and East Suffolk Council to reference only the application reference number.

					4. Records will be destroyed in accordance with the Council's Records Retention Policy.
Electoral Roll	Used for reference purposes by the Clerk during elections, casual vacancies and for correspondence contact details.	<p>Provided electronically on an annual basis by East Suffolk Council.</p> <p>Names, addresses and marital status of parish residents.</p>	Parish residents.	Compliance with legal obligation.	<p>1. Clerk to retain hard copy in a locked filing cabinet to which only she holds the key.</p> <p>2. Electronic copy to be protected by a secure password known only to the Clerk.</p> <p>3. Electoral roll not to be shared with another person under any circumstances.</p> <p>4. Member of the public to be directed to East Suffolk Council for any electoral roll queries.</p>

					4. Records will be destroyed in accordance with the Council's Records Retention Policy.
Parish Newsletter	To inform the Clerk of parish activities.	Provided monthly by email from the newsletter editor. Names and contact details of parish residents.	Parish residents.	Consent.	1. Newsletter deleted once read and not shared or published.
Parish Surveys	To inform the Council of the views of parish residents.	Received directly from parish residents. Names, addresses and contact details of parish residents.	Parish residents.	Consent.	1. Consent received when survey undertaken. 2. Personal details not to be shared without permission from the data subject.
Website	Information relating to the parish.	Received directly from parish residents and provided by the Parish Council.	Parish residents.	Consent. Compliance with legal obligation.	1. Consent received when information is submitted for uploading. 2. Details to be published in accordance with

		Names, addresses and contact details of parish residents.			statutory requirements.
Councillors	<p>Clerk retains contact details of past and current Councillors and applicants for Councillor vacancies both electronically and in paper form.</p> <p>These details are obtained for election purposes, for casual vacancies and are published in accordance with the Transparency Code for Smaller Authorities and the Suffolk Local Code of Conduct.</p> <p>Copies of photographic identification are held for current Councillors who are bank signatories.</p>	<p>Provided directly by Parish Councillors and applicants.</p> <p>Names, addresses, telephone numbers, email addresses, photographs, and dates of birth.</p>	Parish Councillors	Compliance with legal obligation.	<p>1. Details to be published in accordance with statutory requirements and explicit consent.</p> <p>2. Clerk to retain paper records in a locked filing cabinet to which only she holds the key.</p> <p>3. Records will be destroyed in accordance with the Council's Records Retention Policy.</p> <p>3. Electronic records to be protected by a secure password known only to the Clerk.</p>
Queries, complaints and information received from parish residents or from	Correspondence from members of the public, parish residents and other parties.	Names, address and contact details.	Members of the public, parish residents and other parties.	<p>Public interest.</p> <p>Compliance with legal obligation.</p>	1. Clerk to retain paper records in a locked filing cabinet

<p>other parties both by email or post.</p>					<p>to which only she holds the key.</p> <p>2. Records will be destroyed in accordance with the Council's Records Retention Policy.</p> <p>3. Electronic records to be protected by a secure password known only to the Clerk.</p> <p>4. Any person who contacts the Parish Council will be made aware of the Council's Privacy Notice available from the Clerk or from the website.</p> <p>5. Personal details will not be included in the agenda or the minutes.</p>
<p>Volunteers</p>	<p>Parish residents carrying out duties on behalf of the Parish Council.</p>	<p>Names and email addresses.</p>	<p>Parish residents.</p>		<p>1. Consent to hold personal details obtained.</p>

Minutes	Matters raised by parish residents or members of the public at open meetings.	Maintained and published in accordance with the Transparency Code for Smaller Authorities.	Names and possibly other personal information.	Parish residents and members of the public.	1. Personal details will not be included in the minutes.
Correspondence to parish residents, members of the public, contractors, etc.	Parish residents, members of the public and contractors requesting them to perform actions.	Names, addresses and contact details. Sourced from Councillors' knowledge, electoral roll and internet.	Names, addresses and contact details.	Public interest. Compliance with legal obligation.	1. Information will not be shared with any third party without explicit permission from the data subject. 2. Clerk to retain paper records in a locked filing cabinet to which only she holds the key. 3. Records will be destroyed in accordance with the Council's Records Retention Policy. 4. Electronic records to be protected by a secure password

					known only to the Clerk.
Service Suppliers	Names, addresses and contact details. Carrying out services required by the Parish Council.	Sourced directly from contractors. Names, addresses, contact details, qualifications and skills.	Contractors, trades persons, surveyors, architects, IT suppliers, associations, local authorities, etc.	Consent. Contractual necessity.	1. Information will not be shared with any third party without explicit permission from the data subject. 2. Clerk to retain paper records in a locked filing cabinet to which only she holds the key. 3. Records will be destroyed in accordance with the Council's Records Retention Policy. 4. Electronic records to be protected by a secure password known only to the Clerk.
Employees	Names, addresses, contact details, salaries, education, skills, qualifications, employment history,	Sourced directly from applicants for the role of Clerk and/or	Employees and applicants.	Consent. Contractual necessity.	1. Information will not be shared with any third party without explicit

	<p>payroll necessary for employment purposes for past and previous employees and applicants for the role of Clerk and/or Responsible Financial Officer.</p> <p>Sensitive personal data may be collected if an employee was ill and health reports were required.</p>	<p>Responsible Financial Officer.</p> <p>Names, addresses, contact details, salaries, education, skills, qualifications, employment history, payroll, etc.</p>			<p>permission from the data subject.</p> <p>2. Clerk to retain paper records in a locked filing cabinet to which only she holds the key.</p> <p>3. Records will be destroyed in accordance with the Council's Records Retention Policy.</p> <p>4. Electronic records to be protected by a secure password known only to the Clerk.</p>
Cemetery	<p>Names, addresses and contact details of Funeral Directors, Stone Masons and relatives of deceased parish residents.</p> <p>Necessary for the management of the cemetery to which the Parish Council has Burial Authority.</p>	<p>.Names, addresses and contact details.</p>	<p>Funeral Directors, Stone Masons, parish residents.</p>	<p>Compliance with legal obligation.</p> <p>Consent.</p>	<p>1. Clerk to retain paper records in a locked filing cabinet to which only she holds the key.</p> <p>2. Records will be destroyed in accordance with the Council's Records Retention Policy.</p>

	Burial arrangements are made with Funeral Directors and permission to erect memorial headstones on graves are made with Stone Masons in conjunction with relatives.				3. Electronic records to be protected by a secure password known only to the Clerk.
Yoxwood/Allotments	Names, addresses, telephone numbers and email addresses of the tenants of Parish Council land, namely the Chair of the Allotments Association and the Chair and members of the Yoxwood Steering Group in connection with the management of Parish Council owned land.	Names, addresses and contact details.	Tenants.	Contractual necessity.	<p>1. Clerk to retain paper records in a locked filing cabinet to which only she holds the key.</p> <p>2. Records will be destroyed in accordance with the Council's Records Retention Policy.</p> <p>3. Electronic records to be protected by a secure password known only to the Clerk.</p>

Approved by Full Council on 7 November 2019. Review due November 2020.