

MIDDLETON CUM FORDLEY 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>The Chairman emails details of planning applications to the Council and the Clerk.</p> <p>Address details are published with the agenda and minutes on noticeboards and the village website and 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>	<p>1. Clerk to check all information to ensure sensitive personal data is redacted where possible before sharing or publishing.</p> <p>2. Information in the agenda and minutes to include only necessary information to identify and consider the application or decision.</p> <p>3. Any correspondence between the Parish Council and East Suffolk Council to reference only the application reference number.</p>

					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. Members of the public to be directed to East Suffolk Council for any electoral roll queries.</p>

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Parish Surveys	To inform the Council of 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. Names, addresses and contact details of parish residents.	Parish residents.	Consent. Compliance with legal obligation.	1. Consent received when information is submitted for uploading. 2. Details to be published in accordance with statutory requirements.
Councillor Details	Clerk retains personal contact details of past and current Councillors and applicants for Councillor vacancies both	Provided directly by Parish Councillors and applicants.	Parish, District and County Councillors	Compliance with legal obligation.	1. Details to be published in accordance with statutory

	<p>electronically and in paper form.</p> <p>These details are obtained for election purposes and for casual vacancies.</p> <p>The personal contact details of current Parish, District and County Councillors are published in accordance with the Transparency Code for Smaller Authorities and the Suffolk Local Code of Conduct.</p> <p>Copies of photographic identification may be held for current Councillors who are bank signatories.</p>	<p>Names, addresses, telephone numbers, email addresses and pecuniary interests.</p>			<p>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>
<p>Queries, complaints and information received from parish residents or from other parties both by email or post.</p>	<p>Correspondence from members of the public, parish residents, other parties.</p>	<p>Names, address and contact details.</p>	<p>Members of the public, parish residents, other parties.</p>	<p>Public interest.</p> <p>Compliance with legal obligation.</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</p>

					<p>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 Information Protection Policy available from the Clerk or from the website.</p> <p>5. Personal details will not be included in the agenda or the minutes.</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 are not included in the minutes.

<p>Correspondence to parish residents, members of the public, contractors, etc.</p>	<p>Parish residents, members of the public and contractors asking them to perform actions.</p>	<p>Names, addresses and contact details.</p> <p>Sourced from Councillors' knowledge, electoral roll and internet.</p>	<p>Names, addresses and contact details.</p>	<p>Public interest.</p> <p>Compliance with legal obligation.</p>	<p>1. Information will not be shared with any third party without explicit 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>
<p>Service Suppliers</p>	<p>Names, addresses and contact details.</p> <p>Carrying out services required by the Parish Council.</p>	<p>Sourced directly from contractors. Names, addresses, contact details, qualifications and skills.</p>	<p>Contractors, trades persons, surveyors, architects, IT suppliers, associations, local authorities, etc.</p>	<p>Consent.</p> <p>Contractual necessity.</p>	<p>1. Information will not be shared with any third party without explicit 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>
Employees	Names, addresses, contact details, salaries, education, skills, qualifications, employment history, payroll necessary for employment purposes for past and previous employees and applicants for the role of Clerk and/or Responsible Financial Officer.	<p>Sourced directly from applicants for the role of Clerk and/or Responsible Financial Officer.</p> <p>Names, addresses, contact details, salaries, education, skills, qualifications, employment</p>	Members of the public.	<p>Consent.</p> <p>Contractual necessity.</p>	<p>1. Information will not be shared with any third party without explicit 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>

	Sensitive personal data may be collected if an employee was sick and health reports were required.	history, payroll, etc.			<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>
Recreation Ground	Names, addresses, telephone numbers and email addresses of the Recreation Ground Trustees and the Working Group.	Names, addresses and contact details.	Trustees and parish residents.	Management of Parish Council owned land.	<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>
Volunteers (eg Summer Wine Group)	Parish residents carrying out duties on behalf of the Parish Council.	Names and email addresses.	Parish residents.	Consent.	1. Consent to hold personal details

					obtained from data subjects.
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Approved by Full Council on 12 November 2019. Review due November 2020.