



MALTON TOWN COUNCIL - GDPR DATA / INFORMATION AUDIT - MAY 2018

COUNCILLORS Register Of Interests	PURPOSE OF PROCESSING Legal Requirement	HOW PROCESSED Displayed on website; sent to Monitoring Officer	LAWFUL BASIS FOR PROCESSING Compliance with legal obligation
CONSENT TO PROCESS - HOW ACQUIRED Statutory duty to complete - Localism Act 2011	HOW STORED Electronically and Paper	SECURITY / ACCESS Paper locked in office key held by Clerk. Password protected computers and encrypted backup hard drive.	ACTION REQUIRED Ensure only holding current councillors information
COUNCILLORS Contact information	PURPOSE OF PROCESSING Administration of the Council	HOW PROCESSED Held by Clerk	LAWFUL BASIS FOR PROCESSING Public Task / Public Interest
CONSENT TO PROCESS - HOW ACQUIRED Request made when elected	HOW STORED Electronically and Paper	SECURITY / ACCESS Paper locked in office key held by Clerk. Password protected computers and encrypted backup hard drive.	ACTION REQUIRED Ensure only holding current councillors information
COUNCILLORS Councillors names in minutes, showing attendance	PURPOSE OF PROCESSING Legal Requirement	HOW PROCESSED Appears in Minutes	LAWFUL BASIS FOR PROCESSING Compliance with legal obligation
CONSENT TO PROCESS - HOW ACQUIRED Statutory requirement to record - LGA 1972 Schedule 12 paragraph 40	HOW STORED Electronically and Paper	SECURITY / ACCESS Publicly accessible on website, minute book and notice board.	ACTION REQUIRED None
EMPLOYEES Personal Data	PURPOSE OF PROCESSING Legal Obligation	HOW PROCESSED HMRC / Pension & Payroll Provider	LAWFUL BASIS FOR PROCESSING Compliance with legal obligation
CONSENT TO PROCESS - HOW ACQUIRED Statutory Duty to comply	HOW STORED Electronically	SECURITY / ACCESS Paper locked in office key held by Clerk. Password protected computers and encrypted backup hard drive.	ACTION REQUIRED Hold for 12 years in line with HMRC requirement in document retention policy
EMPLOYEES Employment details / contract	PURPOSE OF PROCESSING Legal Obligation	HOW PROCESSED Held by Clerk	LAWFUL BASIS FOR PROCESSING Compliance with legal obligation
CONSENT TO PROCESS - HOW ACQUIRED Statutory Duty to comply	HOW STORED Electronically and Paper	SECURITY / ACCESS Paper locked in office key held by Clerk. Password protected computer and encrypted backup hard drive.	ACTION REQUIRED Hold for 3 years after employment terminated in line with requirement in document retention policy
EMPLOYEES Bank details	PURPOSE OF PROCESSING Process payroll	HOW PROCESSED Input for banking by clerk	LAWFUL BASIS FOR PROCESSING Compliance with legal obligation
CONSENT TO PROCESS - HOW ACQUIRED Acquired when employment commenced	HOW STORED Electronically and Paper	SECURITY / ACCESS Paper locked in office key held by Clerk. Password protected computers and encrypted backup hard drive.	ACTION REQUIRED Destroyed after employment terminated.
ELECTORS / PARISHIONERS Email addresses	PURPOSE OF PROCESSING Communication with Town Council	HOW PROCESSED Used to communicate response	LAWFUL BASIS FOR PROCESSING Public task / public interest
CONSENT TO PROCESS - HOW ACQUIRED Consent freely given for purpose stated	HOW STORED Electronically	SECURITY / ACCESS Password protected computer and encrypted backup hard drive.	ACTION REQUIRED Up to 6 months or until matter dealt with in line with document retention policy. Point to Privacy Notice on Website.
ELECTORS / PARISHIONERS Letters	PURPOSE OF PROCESSING Communication with Town Council	HOW PROCESSED Used to communicate response	LAWFUL BASIS FOR PROCESSING Public task / public interest
CONSENT TO PROCESS - HOW ACQUIRED Consent freely given for purpose stated	HOW STORED On paper, in tray / file.	SECURITY / ACCESS Paper locked in office key held by Clerk.	ACTION REQUIRED Until matter dealt with in line with document retention policy. Point to Privacy Notice on Website.
ELECTORS / PARISHIONERS Planning applications	PURPOSE OF PROCESSING Town Council acts as statutory consultee	HOW PROCESSED Process application, appears in minutes	LAWFUL BASIS FOR PROCESSING Public task / public interest
CONSENT TO PROCESS - HOW ACQUIRED Forwarded to us by Ryedale District Council	HOW STORED As part of agenda documentation / minutes	SECURITY / ACCESS Paper locked in office key held by Clerk.	ACTION REQUIRED Redact name of applicant

GRANT APPLICATIONS Applicant name, address, email	PURPOSE OF PROCESSING Town Council processing Grant Application	HOW PROCESSED Used to respond and process Grant Application	LAWFUL BASIS FOR PROCESSING Public task / public interest
CONSENT TO PROCESS - HOW ACQUIRED Consent freely given for purpose stated	HOW STORED Electronically and / or paper	SECURITY / ACCESS Paper locked in office key held by Clerk. Password protected computer and encrypted backup hard drive.	ACTION REQUIRED Redact applicant name. 1 year, last audit.
CONTRACTS Applicant name, address, email	PURPOSE OF PROCESSING Correspond and administer contract	HOW PROCESSED Correspond and administer contract	LAWFUL BASIS FOR PROCESSING Contractual necessity
CONSENT TO PROCESS - HOW ACQUIRED Beginning of contract negotiation	HOW STORED Electronically and / or paper	SECURITY / ACCESS Paper locked in office key held by Clerk. Password protected computer and encrypted backup hard drive.	ACTION REQUIRED Redact contractor name. 2 years, from end of contract.
CEMETERY Name, address, email	PURPOSE OF PROCESSING Issue Exclusive Rights of Burial Certificates. Processing burial applications. Processing memorial applications.	HOW PROCESSED Issue permissions and correspond.	LAWFUL BASIS FOR PROCESSING Compliance with legal obligations and contractual necessity.
CONSENT TO PROCESS - HOW ACQUIRED Consent freely given for purpose stated	HOW STORED Electronically, paper and burial records.	SECURITY / ACCESS Paper locked in office key held by Clerk. Password protected computers and encrypted backup hard drive.	ACTION REQUIRED Point to privacy notice on website. Burial records held permanently in line with document retention policy.
FITNESS INSTRUCTOR TENANCY RAINBOW LANE PLAY AREA Tenant name, address, email	PURPOSE OF PROCESSING Legal obligation	HOW PROCESSED Issue tenancy	LAWFUL BASIS FOR PROCESSING Compliance with legal obligation
CONSENT TO PROCESS - HOW ACQUIRED Consent freely given for purpose stated	HOW STORED On paper, in tray / file	SECURITY / ACCESS Paper locked in office key held by Clerk.	ACTION REQUIRED Up to 6 months after end of tenancy in line with document retention policy. Point to Privacy Notice on Website.
LOCAL MEDIA Reporting electorate name / details	PURPOSE OF PROCESSING Passing on agenda / minutes	HOW PROCESSED Correspondence	LAWFUL BASIS FOR PROCESSING Public task / interest
CONSENT TO PROCESS - HOW ACQUIRED Consent freely given for purpose stated	HOW STORED Electronically and / or paper	SECURITY / ACCESS Paper locked in office key held by Clerk. Password protected computer and encrypted backup hard drive.	ACTION REQUIRED Local media to get consent from individual if reporting a name.
LOCAL POLICE Name, address, email	PURPOSE OF PROCESSING Communication with Town Council	HOW PROCESSED Held by Clerk	LAWFUL BASIS FOR PROCESSING Public task / interest
CONSENT TO PROCESS - HOW ACQUIRED Consent freely given for purpose stated	HOW STORED Electronically and / or paper	SECURITY / ACCESS Paper locked in office key held by Clerk. Password protected computer and encrypted backup hard drive.	ACTION REQUIRED Redact names prior to circulation.