



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

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