



MALTON TOWN COUNCIL - GDPR DATA / INFORMATION AUDIT - MAY 2018 (Review Date May 2024)

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 sand 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
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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
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	HOW PROCESSED Issue permissions and correspond.	LAWFUL BASIS FOR PROCESSING Compliance with legal obligations and contractual necessity.
CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY / ACCESS	ACTION REQUIRED

Consent freely given for purpose stated	Electronically, paper and burial records.	Paper locked in office key held by Clerk. Password protected computers and encrypted backup hard drive.	Point to privacy notice on website. Burial records held permanently in line with document retention policy.
FITNESS INSTRUCTOR TENANCY RAINBOW LANE P	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING
Tenant name, address, email	Legal obligation	Issue tenancy	Compliance with legal obligation
CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY / ACCESS	ACTION REQUIRED
Consent freely given for purpose stated	On paper, in tray / file	Paper locked in office key held by Clerk.	Up to 6 months after end of tenancy in line with document retention policy. Point to Privacy Notice on Website.
LOCAL MEDIA	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING
Reporting electorate name / details	Passing on agenda / minutes	Correspondence	Public task / interest
CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY / ACCESS	ACTION REQUIRED
Consent freely given for purpose stated	Electronically and / or paper	Paper locked in office key held by Clerk. Password protected computer and encrypted backup hard drive.	Local media to get consent from individual if reporting a name.
LOCAL POLICE	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING
Name, address, email	Communication with Town Council	Held by Clerk	Public task / interest
CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY / ACCESS	ACTION REQUIRED
Consent freely given for purpose stated	Electronically and / or paper	Paper locked in office key held by Clerk. Password protected computer and encrypted backup hard drive.	Redact names prior to circulation.