



MALTON TOWN COUNCIL - GDPR DATA / INFORMATION AUDIT - MAY 2018 (Review Date May 2022)

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| 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 |

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| 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 |

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| 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 |

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| 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 |

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| 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 |

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| 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 |

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| 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. |