

BARTON MILLS PARISH DATA AUDIT AND RISK MANAGEMENT POLICY

Review all your databases, email lists, spreadsheets, paper documents and other lists of personal data. If there are any issues, identify what you need to do. If action is not clear, then highlight questions needing further insight. New consent forms, privacy notices, and new or revised policies or procedures may need to be implemented to ensure compliance with GDPR.

| Description | Why is the data held and what is it used for | Basis for processing data (e.g. consent, legal obligation etc) | Who holds the data and who can access it? | What security controls are in place? | How long is data kept for? | Is this covered by our privacy notice? | ACTION REQUIRED |
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| DATA AUDIT | | | | | | | |
| Clerk personal and financial info | For employment purposes | Legal obligation of contract | Clerk, chairman SALC & HMRC | Kept within Clerks and/or Chairmans home. SALC and HMRC | Personal finance –minimum of 7 years. Records of payments to clerk - indefinitely | Yes (councillors & clerk) | Consent form |
| Councillors declaration of interest | Statutory requirement | Legal obligation | Clerk & WS Council | Kept within Clerks home or at WS Council | To be held for term only by PC (as stated by WSC) | Yes (councillors & clerk) | Consent form |
| Parishioners personal data on personal matters | In order to deal with said matter | As requested by the individual | Clerk but may be publicised if consented | Kept within Clerks home and/or councillors email accounts | Indefinitely | Yes (public) | Consent form |
| RISK MANAGEMENT | | | | | | | |
| Data held on paper | As detailed above | As detailed above | Clerk and/or councillors' home | Kept in a locked private home out of view of the front of the property | As detailed above | Yes | None |
| Data held electronically | As detailed above | As detailed above | Clerk and/or councillors' home | Stored on password protected devices, Data held by clerk only. | As detailed above | Yes | None |

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| | | | | Data backed up weekly to a cloud storage which can be accessed by clerk & chairman | | | |
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