

KIRKBYMOORSIDE TOWN COUNCIL

Church House
 7 High Market Place
 Kirkbymoorside
 York
 YO62 6AT
 Tel: 01751 432217
 town.clerk@kirkbymoorsidetowncouncil.gov.uk
GDPR DATA/INFORMATION AUDIT

COUNCILLORS & COMMITTEE MEMBERS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Members							
Register of interests	legal requirement	displayed on website; sent to monitoring officer at Ryedale District Council	Compliance with legal obligation	statutory duty to complete - Localism Act 2011	electronically + paper	Paper in locked office/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive	ensure only holding current councillors/committee members information
Contact information	admin of council	held by clerk; displayed on website and noticeboards	Public interest	request made when elected	electronically + paper	Paper in locked office/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive	ensure only holding current councillors/committee members information
Councillors & Committee Members names in minutes, ie showing attendance	legal requirement	appears in minutes	Compliance with legal obligation	statutory requirement to record -LGA 1972 SCH12 para40	electronically + paper	publicly accessible on website and minute book	none

EMPLOYEES							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Personal details	legal obligation	HMRC/pension provider	Compliance with legal obligation	statutory duty to comply	electronically - HMRC Basic tools	Paper in locked office/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	Consent form completion and ensure former employees information only retained for the legislative maximum time
Employment details/contract	legal obligation	held by clerk	Compliance with legal obligation	statutory duty to comply	electronically + paper	Paper in locked office/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	ensure former employees information only retained for the legislative maximum time
Bank details	process payroll	input for electronic banking	Compliance with legal obligation	consent acquired when commenced employment	electronically + paper	Paper in locked office/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	ensure only holding current employees information

ELECTORS/PARISHIONERS							
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Electoral roll	admin for the annual town meeting only	to identify electors at annual town meeting	Public interest	Provided by the Ryedale District Council	paper	Paper in locked office/clerk holds key	none
E-mail addresses	communication with Kirkbymoorside Town Council	used to communicate response	Public interest	legitimate interest- consent freely given for the purpose stated	held for 6 months inline with Kirkbymoorside Town Council retention policy	Electronically on password protected computer, backed up on password encrypted hard drive.	state what e-mail address will be used for on reply e-mail (i.e. privacy notice)
Letters - contact details	communication with Kirkbymoorside Town Council	used to communicate response	Public interest	legitimate interest- consent freely given for the purpose stated	stored until matter dealt with	Paper in locked office/clerk holds key	
Planning applications	statutory consultee/legal obligation	used solely to aid response to Local Planning Authority	Public interest	Provided by Local Planning Authority (Ryedale District Council)	Paper - stored until decision	Paper in locked office/clerk holds key	none

Volunteers names, addresses, e-mails	Communication with TC	Correspond with volunteer	Public interest	Consent freely given for the purpose stated	Paper + electronically	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive	Privacy notice and consent form. Obtain specific written consent from members regarding the use of the personal information provided to the council
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CEMETERY

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Exclusive Right of Burial in the Town Cemetery names, addresses, e-mails	legal obligation, correspond with EROB applicant and administer contract	legal obligation, correspond with EROB applicant and administer contract	Compliance with legal obligation	statutory duty and legitimate interest and consent freely given for the purpose stated	held in line with statutory requirements and document retention policy	Paper in locked office/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	Privacy notice and consent form. Obtain specific written consent from members regarding the use of the personal information provided to the council
Erection/ installation of Headstone or Memorial Tablet in the Town Cemetery names, addresses, e-mails	legal obligation, correspond with applicant and administer contract	legal obligation, correspond with applicant and administer contract	Compliance with legal obligation	statutory duty and legitimate interest and consent freely given for the purpose stated	held in line with statutory requirements and document retention policy	Paper in locked office/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	Privacy notice and consent form. Obtain specific written consent from members regarding the use of the personal information provided to the council
Funeral Directors and relations of deceased names, addresses, e-mails	Processing applications from funeral directors for interments	Agree arrangements and correspond	Contractual necessity, public interest	Consent freely given for the purpose stated	Electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive	Privacy notice and consent form. Obtain specific written consent from applicants regarding the use of the personal information provided to the council

GRANT APPLICATIONS

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	processing grant application by parish council	used to respond to and process grant application	Public interest	legitimate interest	Held in line with Kirkbymoorside Town Council document retention policy	Paper in locked office/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	none

CONTRACTS

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	correspond with contractor and administer contract	correspond with contractor and administer contract	Contractual necessity	contract	held in line with statutory requirements and document retention policy	Paper in locked office/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	none

SPORTSFIELD COMMITTEE MEMBERS

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	legal obligation	issue tenancy, administer utility bills/ associated charges and correspond	Compliance with legal obligation	statutory duty and legitimate interest	held in line with statutory requirements and document retention policy	Paper in locked office/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	Privacy notice and consent form. Obtain specific written consent from members regarding the use of the personal information provided to the council

MOORSIDE ROOM

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	CONSENT TO PROCESS - HOW ACQUIRED	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail of contractors/service providers	correspond with contractor and administer contract	correspond with contractor and administer contract	Contractual necessity	contract	held in line with statutory requirements and document retention policy	Paper in locked office/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	none
Names, addresses, e-mail of users	legal obligation	issue tenancy and correspond	Public interest	legitimate interest	held in line with statutory requirements and document retention policy	Paper in locked office/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	Privacy notice and consent form. Obtain specific written consent from members regarding the use of the personal information provided to the council