**SUTTON AT HONE & HAWLEY PARISH COUNCIL INFORMATION AUDIT**

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| **Personal Data held** | **Where obtained** | **What is done with it** | **Who it is shared with** | **Lawful basis for processing data** |

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| Councillors name, address, email address & telephone number | Provided by councillor on being elected | Details are used for communication all matters relating to Council’s business | Other councillors, other local authorities and public interest bodies | Legitimate business interest |
| Employees name, address, email address, & telephone number | Provided by employee on commencing employment | Details used for pay purposes | Details are not shared within or outside the council | Legitimate business interest |
| Allotment Holders name, address, email address & telephone number | Provided by allotment holder when tenancy agreement first signed | Details used for renewal of tenancy and advice of any information regarding the allotments | Details are shared with councillors but not outside the council | Legitimate business interest |

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| Hirers of Pars Lane pavilion | Provided by hirer at time of booking | Details used for renewal where a recurring hire/lease or in connection with any incident arising from the hire of Pavilion or facilities | Details are shared with councillors but not outside the council | Legitimate business interest |
| Planning Applicants name and address | Provided by Principle Authority | Details are forwarded to councillors on receipt for discussion  | Councillors only but not outside the council | Legitimate business interest |
| Purchasers of burial plots or memorials | Provided by purchaser at time of purchase | Details used for burial records | Details may be shared with funeral directors or stonemason | Legitimate business interest |
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| **Issue** | **Action** | **Responsibility** | **Deadline** |

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| Councillors details | Ask councillors for their consent to having their details made available to other councillors and public; other local authorities and public interest bodies | Clerk to the Council | 30th April 2018 or as required |
| Allotment Holders Details | When signing new tenancy agreement or renewal form obtain consent to the council holding an allotment holders list and using their details to send information during the year | Clerk to the Council | 30th April 2018 and as required |
| Hirers of Pavilion | When signing new agreement or renewal form ask hirers obtain consent to the council using their details to send information during the year | Clerk to the Council | As required |

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| **Issue** | **Action** | **Responsibility** | **Deadline** |

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| Planning applicants name and address | Contact Principle Authority to ask how, as holder of the prime information, the Data is protected | Clerk to the Council | 30th April 2018 |
| Burial/memorial records | When processing purchase obtain consent for data to be retained | Clerk to the Council | 30th April 2018 |
| Privacy Policy | Review or Initiate Policy as required | Clerk to the Council | 30th April 2018 |
| Retention Policy | Review or initiate Policy as required | Clerk to the Council | 30th April 2018 |
| Parish website | Write to website provider to obtain confirmation that the Council’s information is being protected in compliance with GDPR | Clerk to the Council | 30th April 2018 |
| Parish IT Policy | Review or initiate Policy as required | Clerk to the Council | 30th April 2018 |
| Review Hard Copy Documents | Review all documents held in paper form with a view to retention/destroy | Clerk to the Council | 31st May 2018 |