|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Data Held** | **Where It Came From** | **What Is Done With It** | **Who It Is Shared With** | **Lawful Basis for Processing Personal Data** |
|  |  |  |  |  |
| Councillors name, address, e-mail address & telephone number | Provided by Councillor on being first elected | Details are used for communicating all matters relating to the Council’s business  | Published on Parish website; other Councillors; other Local Authorities and public interest bodies (e.g. Kent Police; Kent Fire & Rescue) | Legitimate business interest |
| Employees name, address, e-mail address & telephone number | Provided by employee on commencing employment | Details used for pay purposes | Details are not shared within or outside of the Council | Legitimate business interest |
| Allotment Holders name, address, e-mail 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 not shared within or outside of the Council | Legitimate business interest |
| Hirers of Oakfield Park Pavilion & other Council Facilities address, e-mail, address & telephone number | Provided by Hirer at the time booking for hire made | Details used for renewal where a recurring hire or in connection with any incident arising from the hire of the Pavilion or facilities | Details are not shared within or outside of the Council | Legitimate business interest |
| Planning Applicants name and address | Provided by Principle Planning Authority | Details are forwarded to Councillors on receipt for discussion of the Application at the first available Meeting of the Council | Councillors only and not shared outside of the Council | Legitimate business interest |

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue** | **Action** | **Responsibility** | **Deadline** |
|  |  |  |  |
| Councillors Details | Ask Councillors for their consent to having their details published on the Parish website and made available to other Councillors; other Local Authorities and public interest bodies (e.g. Kent Police; Kent Fire & Rescue) | Clerk to the Council | 30th April 2018 or as required |
| Allotment Holders Details | When signing new Tenancy Agreement or renewal form ask if Allotment Holders if they consent to the Council compiling 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 & Facilities  | When signing new Agreement or renewal form ask Hirers if they consent to the Council using their details to send information during the year | Clerk to the Council | As and when required |
| Planning Applicants name and address | Contact Principle Authority to ask how, as holder of the prime information, the Data is to be protected  | Clerk to the Council | 11th April 2018 |
| Privacy Policy | Review or initiate Policy as required | Clerk to the Council | 11th April 2018 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Retention Policy | Review or initiate Policy as required | Clerk to the Council | 11th April 2018 |
| Parish Website | Write to website provider to seek confirmation that the Council’s information is being protected in compliance with the GDPR | Clerk to the Council | 11th April 2018 |
| Parish IT Policy | Review or initiate Policy as required | Clerk to the Council | 11th April 2018 |
| Review Hard Copy Documents | Review all documents held in paper form to see whether they need to be retained or destroyed | Clerk to the Council | 24th May 2018 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |