GDPR - Data Held List 2021
Hockwold cum Wilton Parish Council

Annual Audit Completed	Data Held	Where did the data come from/	Types of Data	Reasons Held	Will the data be shared with anyone?	Is there a procedure for checking data accuracy?	Legal basis for keeping it?	Places its stored	Security Measures	Schedule of review and delete
	Councillors Information	Councillors	Name, address, phone numbers, email address, percuinary holdings and interested	Contact details for PC admin, constituents contact, legislative requirements	Councillors name and contact infor are share with the public to allow residents to contact them.	Yes - annually	Legal Obligation (discharge of councils statutory functions & powers)	Paper copies in file cabinet, digital copies on the PC laptop	File cabinet is locked, laptop is password protected`	Councillor's personal data is deleted upon resignation, new or updated information is collected OR after unsuccessfull election run
	Volunteer List	Volunteers	Name, address, phone numbers, email address, banking details	Contact details for PC admin and planning/scheduling volunteer with activity, banking details for approved reimbursement of work costs.	The list wont be shared, but individul member names could be mentioned during minuted meetings.	ongoing	Legal Obligation. The purpose of parish council administration.	Digital copies on the PC laptop & email addresses stored in Gmail contacts	Laptop is password protected	Personal data is deleted upon removal from Volunteer list or new/updated information collected
	Service Provider	Services	Name, address, phone numbers, email address, VAT information, banking information	Contact details for PC admin, billing and scheduling	Contant and tender information will be shared in the public domain.	Yes - upon new contract	Contractural Necessity	Digital copies on the PC laptop & email addresses stored in Gmail contacts, Paper copies kept in file cabinet	File cabinet is locked, laptop is password protected`	Contact information deteted when new/updated information is received, paper copies stored for 7 years as required by Legislation.
	Electors Register	Electoral Services	Name, elector number, address, (birthdate for some)	PC admin, elections, Precept	The clerk is the only person with access to the data.	Yes-updates sent out semi-annually	Legal Obligation. The purpose of parish council administration.	Digital copy on PC laptop	PC is password protected and file is password protected	Previous Register deleted upon receipt of updated Register
	Grant Applicant Information	Grant Applicants	Name, address, email addresses, banking details, financial details	PC admin, Grant consideration, funding payout	Grant applicants and Grant recipient information can be shared with the Parish Council members to carry out decision making and review.	Yes - annually on new contract	Legal Obligation (discharge of councils statutory functions & powers)	Digital copies on the PC laptop, paper copies kept in the file cabinet	File cabinet is locked, laptop is password protected`	Grant application paper copies stored for 7 years as required by Legislation, digital copies kept for 7 years, and contact information deteted when new/updated information is received.
	Parishioners		Name, address, email addresses	Parishioners inquires, email coorespondence, admin purposes	N/A	N/A	Legal Obligation (discharge of councils statutory functions & powers)	Emails and email address kept in the gmail email and contacts.	PC laptop is password protected and PC email account is password protected	Emails erases (??) contacts kept
	Allotment Holders		Name, address, email addresses, banking details	Letting agreement, receiving payments, communications	Allotment holder names can be shared with the Parish Council members to carry out decision making.	Yes - annually on new contract	Legal Obligation (discharge of councils statutory functions & powers)	Digital copies on the PC laptop & email addresses stored in Gmail contacts, Paper copies kept in file cabinet	File cabinet is locked, laptop is password protected`	Letting agreements are deleted/destroyed after the new agreements are received and approved. Email addresses, phone number kept in the PC Gmail contacts.
	Other agency or authority	Others Agencies	Name, address, email address	PC admin and other PC works, duties and coorespondence	Information is shared to carry out Legal Obligation (discharge of councils statutory functions & powers)	N/A	Legal Obligation (discharge of councils statutory functions & powers)	Digital copies held in PC Gmail account and contacts. Listed on their coorespondence	File cabinet is locked, laptop is password protected and Gmail is password protected.	Most is in the public domain, confindentail information kept in the Gmail account