

Woodhurst Parish Council: Personal Data Register

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Adopted : 13th February 2019

Date of Next Review : 13th January 2020

This annex to the wider GDPR policies adopted by Woodhurst Parish Council contains the register of personal data held by the Council.

Description	Why is the data held and what is it used for	Basis for processing data (e.g. consent, legitimate reason, legal obligation etc)	Who holds the data, how is it stored & who can access it?	What security controls are in place?	How long is data kept for?
<p>Details of current (and previous) Parish Councillors- data relating to Councillor names, phone numbers and email addresses.</p>	<p>To send emails and contact current Councillors with agendas, minutes and general Council correspondence. Information held necessary for general running of the Parish Council.</p>	<p>Legitimate Reason: Councillors stand for election. Current Councillors have signed a consent form regarding publication of their details.</p>	<p>Held by the Clerk.</p> <p>Kept in cloud which can be accessed by Clerk on password protected Council PC and by Cllr Notman.</p> <p>Website data also held online and password protected and stored in cloud storage.</p>	<p>PC protected by password</p> <p>Paper files kept in locked cabinet in Clerk's house.</p>	<p>The relevant current contact details are held for the duration of the elected period. Previous Councillor details deleted from website etc but paper records (minutes) will remain with their details on. Councillors allocated specific Council only email addresses which are disabled once a Councillor leaves office and deleted after a year.</p>
<p>Details of current members of other village bodies- Woodhurst PCC and Woodhurst Village Hall Committee.</p>	<p>Website provides contact details for those members of other village bodies.</p>	<p>Legitimate Reason: Members of other bodies do volunteer for the various roles in the knowledge that this will involve publication of their contact details.</p>	<p>Held on website and accessed only by Council "webmaster".</p>	<p>Relevant PC is password protected.</p>	<p>Contact details reviewed to reflect changes on the various village bodies.</p>

Paper records of Council business.	Historic documentation relating to meetings and other correspondence.	Legal Obligation: Requirement to keep records of Council Meetings indefinitely.	Held by the Clerk in secure filing cabinet. Historic details also stored at local records office.	Paper files kept in locked cabinet in Clerk's house.	Review of documentation kept took place in 2018 resulting in secure shredding of planning application files.
Contractor contact details	Contact details are held of relevant members of companies doing work under contract for the Council.	Legitimate Reason: Contractors are being paid to do work for the Council. It is in their interest that the Council maintains contact information	Clerk and Councillors.	Information is kept in computer and paper files	Agreements are kept for as long as appropriate and reviewed and updated as necessary.