| **Lapley, Stretton and Wheaton Aston Parish Council - General Data Protection Regulation - Audit Record** | | | | | | | |
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| **Type of Data** | **Data Source** | **Who Data is Shared with** | **Where data is Stored** | **Risks** | **Controls** | **Retention** | **Weaknesses / Actions Needed** |
| Salary Data | * Timesheets * Employees Details | * HMRC * Unity Trust Bank * Staffs Pension Fund * Employee (Payslip) | * Computer * Filing Cabinet * Secure storage (historical documents) | Loss of Data | * Computer Password Protected * Filing Cabinet is locked * Cloudy IT log in * Business Hub is alarmed * Office is locked when staff aren’t present | * 12 years- as per the Document Retention policy and disposed of as per the Document Retention policy | * Payslips lost in post- revised now sent by email |
| Employees Bank Details | * Employees Joining Form | * Unity Trust Bank | * Computer * Online Banking * Filing Cabinet | Loss of Data | * Computer Password Protected * Filing Cabinet is locked * Cloudy It log in * Business Hub is alarmed | * Delete / destroy when Employee leaves as per the Detention Retention Policy | Payslips sent by email to reduce the chance of being misplaced |
| Employee NI No. | * Employees Joining Form | * HMRC * Staffs Pension Fund * Employee (Payslip) | * Basic PAYE Tools * Annual Pension Return * Filing Cabinet | Loss of Data | * Computer Password Protected * Filing Cabinet is locked * Cloudy IT log in * Business Hub is alarmed | * As long as the employee is in employment with the parish Council | Payslips lost in post- all payslips are sent by email |
| Employee Earnings | * Contract of Employment * Job Offer Letter * Monthly Salaries | * HMRC * Staffs Pension Fund * Unity Trust Bank * Employee (Payslip) | * Basic PAYE Tools * Annual Pension Return * EDGE IT * Online Banking * Filing Cabinet | Loss of Data | * Computer Password Protected * Filing Cabinet is locked * Cloudy IT log in * Business Hub is alarmed | * 65 years | * Payslips lost in post- all payslips are sent by email |
| Employee Names, Addresses, Telephone numbers, Email addresses | * CV / Application Form * Employees Joining Form | * HMRC * Staffs Pension Fund * Unity Trust Bank | * Computer * Annual Pension Return * Edge IT * Filing Cabinet * Labels File (Name & Address) * Office Noticeboard (Tel no) | Loss of Data | * Computer Password Protected * Filing Cabinet is locked * Cloudy IT log in * Business Hub is alarmed | * As long as it is deemed useful * Remains in Edge IT * as per the Document Retention policy and disposed of as per the Document Retention policy |  |
| Pension information | * Employees Joining Form | * Staffs Pension Fund * HMRC | * Basic PAYE Tools * Computer * Annual Pension Return * Filing Cabinet | Loss of Data | * Computer Password Protected * Filing Cabinet is locked * Cloudy IT log in * Business Hub is alarmed | * as per the Document Retention policy and disposed of as per the Document Retention policy |  |
| Councillors Names, Addresses, Phone Numbers and email addresses | * Letter of application * Pecuniary Interest Form | * Electoral Commission * Souths Staffs Council Monitoring Officer * General Public | * Computer * Filing Cabinet * LSWAPC Website - Name, email, PI Form * SSC Website - Name, Address, PI Form * Labels File (Name & Address) * Office Noticeboard (Name and Tel no) * Village Noticeboards (Names & emails) | Loss of Data | * Computer Password Protected * Filing Cabinet is locked * Cloudy IT log in * Office is locked when employees are not present * Business Hub is alarmed * LSWAPC email addresses | * Held for 4 years or kept if re-elected. Delete once no longer a Cllr. Names remain in minutes for perpetuity * as per the Document Retention policy and disposed of as per the Document Retention policy | Delete via confidential waste |
| Residents Names, Addresses, Phone numbers, Emails | * Sent to Parish Council via Letter, email, phone, Website, Facebook page * Sent by a third party * -eg. Councillor | * Councillors * Police * Other Councils * Other bodies | * Email Server of Cloudy IT * Filing Cabinet * LSWAPC Website - Name, email, PI Form * SSC Website - Name, Address, PI Form * Labels File (Name & Address) * Office Noticeboard (Tel no) * Village Noticeboards (Names & emails) * Facebook | Loss of Data | * + Personal info not passed to Councillors   + Get residents permission to forward on their details   + Tell resident who to contact | * Held until the issue is dealt with. If need to keep longer, sensitive data to be deleted | * Delete via confidential waste |
| Councillor Vacancies- Elections - Personal details of candidates standing. Name & Address | * South Staffs Council * Candidate if they make themselves known to the Council | * Members of the public once the election is called | * Cloudy It * Filing Cabinet * LSWAPC Website * SSC Website (Elections Team) * LSWAPC Facebook & Twitter * Village Noticeboards (Names & emails) | Loss of Data | * Computer Password Protected * Filing Cabinet is locked * Cloudy IT log in * Office is locked when employees are not present * Business Hub is alarmed * LSWAPC email addresses | * Data is in the public domain. * Delete from website / remove from noticeboards after election | * Delete via confidential waste |
| Councillor Vacancies- Co-option - Personal details of candidates. Name, Address, Email, phone numbers | * Candidate | * Councillors | * Cloudy IT * Filing Cabinet | Loss of Data | * Computer Password Protected * Filing Cabinet is locked * Cloudy IT log in * Office is locked when employees are not present * Business Hub is alarmed | * as per the Document Retention policy and disposed of as per the Document Retention policy | * Delete via confidential wate |
| Electoral Register | * South Staffs Council email a spreadsheet and provide a hard copy (if requested) | * No one | * Spreadsheet Cloudy IT * Email Cloudy IT * Filing Cabinet(if hard copy is requested) | Loss of Data | * Computer Password Protected * Filing Cabinet is locked * Cloudy IT log in * Business Hub is alarmed * Spreadsheet password protected | * Delete on receipt of updated electoral role * as per the Document Retention policy and disposed of as per the Document Retention policy | Delete via confidential waste |
| Website - information held on or sent to Council Via the Website | * Parish Clerk or Assistant * Third parties * Residents using the website | * Everyone who accesses the website | Staffordshire County Council | Loss of Data | * Hourly back-up * Back-up | as per the Document Retention policy and disposed of as per the Document Retention policy | * System of deletion for files held on the website |
| Facebook - information held on or sent to Council Via the Parish Council Facebook Page or Instagram Page | * Parish Clerk or Assistant * Third parties * Residents contacting the Parish Council | * Everyone who accesses the website | * Staffordshire County Council | Loss of Data | * Hourly back-up * Back-up | * as per the Document Retention policy and disposed of as per the Document Retention policy | * System of deletion by Facebook |