| **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* Secure storage (historical documents)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
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