

# Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

## Data Processing Log

Data Object	Nature and Purpose of processing	Data Type: Data Source	Data Subject	Lawful basis for processing	Data Controls
Planning Application	Published by the Planning Authority and shared with Parish Council for consultation. Clerk emails application and decision notices to Parish Councillors. Published with agenda and minutes, and discussed in open forum. Parish Council comments on application and submits them to Planning Authority	Name, Address, Contact details:  Principal authority; residents; public	Planning applicant, Other members of the public speaking in open public session at council meetings	Compliance with legal obligation	<ul style="list-style-type: none"> <li>• Clerk to check all information and ensure sensitive personal data is redacted before sharing or publishing.</li> <li>• Agenda and minutes to include only what is necessary to identify and discuss the application or decision.</li> <li>• Any correspondence between PC and applicant to be in accordance with data protection principles, and to be deleted within two years.</li> </ul>
Electoral roll	Provided electronically to Clerk at election time for election purposes only	Name, address, marital status:  Principal authority	Parish Residents	Compliance with legal obligation	<ul style="list-style-type: none"> <li>• Clerk to retain in a secure place. Not to be shared.</li> <li>• Members of the public to be directed to Principal Authority for any electoral roll queries.</li> </ul>
Parish Newsletter Resident Surveys	Inform residents and gain views of residents	Name, Address, Contact details:  Residents	Parish Residents	Consent	<ul style="list-style-type: none"> <li>• Administrator to retain in a secure place and obtain consent form.</li> <li>• Not to be used for other purposes unless further consent is given.</li> </ul>
Parish Newsletter	Providing News items	Name, Photographs:	Parish Residents Members of Public	Consent	<ul style="list-style-type: none"> <li>• Administrator to retain in a secure place and obtain consent form.</li> </ul>

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		Parish Residents Members of Public			<ul style="list-style-type: none"> <li>Not to be used for other purposes unless further consent is given.</li> </ul>
Parish Newsletter	Advertising	Name, Contact detail, Financial detail:  Members of Public and Businesses	Members of Public and Businesses	Contractual Consent	<ul style="list-style-type: none"> <li>Administrator to retain contract in a secure place.</li> <li>Not to be used for other purposes unless further consent is given.</li> </ul>
Website	Information relating to the Parish is published on the website	Names, Photographs  Residents, Members of Public and Businesses	Parish Residents Members of public	Consent. Compliance with legal obligation	<ul style="list-style-type: none"> <li>Photographs of individuals are not to be published on the website without the express permission of the individual.</li> <li>Consent forms held in a secure place.</li> <li>Photographs to be deleted after a maximum of two years and no copy to be retained by the PC</li> </ul>
Councillor details	Clerk retains contact details, gathered for election purposes and published in accordance with Transparency Code and Code of Conduct	Name, address, contact details, and disclosable pecuniary interests  Parish Councillors	Parish Councillors	Compliance with legal obligation	<ul style="list-style-type: none"> <li>Details published on website in accordance with statutory requirements.</li> <li>Data held in a secure place and deleted when a councillor retires from office.</li> <li>Requests for this data from third parties shall be referred to the website.</li> </ul>
Correspondence relating to parish matters which may	May relate to Council Services, Council performance, request for service, reporting issues or making complaints	Name, address, contact details, with possible sensitive personal data:	Parish Residents Members of public Other bodies or businesses	Public interest. Compliance with legal obligation	<ul style="list-style-type: none"> <li>The Privacy Notice shall be provided to any person who contacts the Council.</li> </ul>

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contain personal data.		Parish Residents Members of public Other bodies or businesses			<ul style="list-style-type: none"> <li>• Any correspondence received by the Council which contains personal data will be retained for a maximum of two years</li> <li>• Data held in a secure place.</li> <li>• Data shall not be shared with any third party without the express permission of the data subject.</li> </ul>
Minutes containing Council Public Forum	Matters raised by members of the public at Council meetings. Minutes include a record of discussion as required by Local Government legislation	Names and possibly other information:  Parish Residents Members of the Public Councillors	Parish Residents Members of public Councillors	Public interest. Compliance with legal obligation.	<ul style="list-style-type: none"> <li>• Clerk to avoid inclusion of personal data in agenda or minutes.</li> <li>• Personal data or potential identifiers that cannot be avoided shall be kept to a minimum.</li> <li>• Members of the public who attend the public forum or the annual meeting should be informed by the Chair that the issue may be included in public minutes, and should give their consent to this before the discussion (consent to be implied as Chair gives the members of the public the chance to withdraw from the meeting if they wish).</li> </ul>
Contact with public in response to requests made at PC meetings	Letter, email to residents asking them to perform actions (e.g. trim trees or hedges)	Name and Contact details, possibly other personal data:  Councillors, Residents	Parish Residents Members of public	Compliance with legal obligation; Public interest	<ul style="list-style-type: none"> <li>• Copy to be retained for a maximum of two years.</li> <li>• Information shall not be shared with any third party without express permission of the data subject.</li> </ul>

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Council Contracts and Services	Correspondence with providers regarding provision of and payment for goods, works and services required by the Council.	Name and contact details, financial details, education qualifications and skills:  Providers Prospective providers	Service Providers Contractors Consultants	Compliance with legal obligation; Public interest; Contractual necessity	<ul style="list-style-type: none"> <li>Copy to be retained and held in a secure place, for [6] years after contract termination.</li> </ul>
Employment Applications	Application forms and CVs for Job Vacancies	Personal details which may be sensitive  Job Application Form CV	Applicants	Contractual Necessity; Public Interest	<ul style="list-style-type: none"> <li>Clerk to keep paper applications secure and collect any copies from Councillors provided for interview.</li> <li>Held for 6 months and then destroyed.</li> </ul>

Completed by: *Elizabeth Wicks* Clerk to the Parish Council.

Date: 28th January 2019