

Type of Data
Electoral Roll
Letters from residents
Emails from residents
Contact database (names, address and telephone numbers of councillors and other village organisations which are already in the public domain)
Clerk's employment details
Job applications, CV's
Councillor address/telephone details
Complaints and reporting issues
Grant applications
Planning applications
Contracts with individuals and organisations

Communications with third parties (County Councils, District Councils, Parish and Town Councils, HMRC, Charities, County Associations, SLCC, LCPAS, village organisations)

Email addresses

IP address

Purchase history

Downloads

Pay and PAYE information

Financial information /history

Details of donations

Suppliers contracts

Subscription Services

Information relating to children

Website

Agendas and minutes

Burial Records

Exclusive Rights of burial

Memorial Applications

Facebook posts and addresses

Personal Data Audit by Winkleigh

Why it is collected	Where it comes from
For Council use only. Details of names and addresses of electorate	Torridge District Council
Queries or complaints from residents	Residents
Queries or complaints from residents	Residents
To share information with residents	Councillors and other village organisations (not contact details of individuals)
For contract of employment	Clerk
To appoint new staff	None at present
To enable Council to carry out its role	Councillors
To deal with complaints	None at present
To apply for grant funding	Various organisations
To enable the Council to respond to planning application consultations	Torridge District Council
To carry out the Council's legal role e.g grass cutting	Individuals or organisations

Sharing of information	Third party organisations
To communicate with residents in response to queries or complaints	Residents
To communicate with residents in response to queries or complaints	Residents
Purchases from suppliers	Companies
For information to enable Council to carry out its role	Various
To enable Council to carry out its role as an employer	Clerk
To enable Council to carry out its role	Various
Fundraising for village projects	Residents
To enable Council to carry out its role	Various
To enable Council to carry out its role	Various
To canvas views of children in relation to projects directly affecting them	None
Sharing of information to enable council to carry out its role and comply with the transparency code	Various
Sharing of information about Council's activities to comply with its legal obligations and the Transparency Code	Produced by the clerk
To enable Council to carry out its role	Residents/Undertakers

To enable Council to carry out its role	Residents
To enable Council to carry out its role	Residents
To communicate with residents in response to queries or complaints	Residents

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Who it is shared with	Consent obtained
Clerk only for PC business	Not required - master obtained by TDC
Clerk and councillors	Postal consent form to be completed/sent by Clerk for each matter
Clerk and councillors	Email consent form to be completed/sent by Clerk for each matter
Clerk only	Not required for councillors, organisations or charities
Clerk and councillors	Employee consent form
	Application consent form
Clerk and councillors	Not required as public organisations
Clerk and councillors	Consent form completed and sent to reporting person
Clerk and councillors	Not required as public organisations
Clerk and councillors, residents	Not required as consent held by TDC
Clerk and councillors	Consent form completed as necessary

Clerk and councillors, residents where applicable	Not required as public organisations
Clerk only	Consent form completed and sent to reporting person
Clerk only	Consent form completed and sent to reporting person
Clerk and councillors	Not required as companies not covered by GDPR
Clerk only	Not required as companies not covered by GDPR
Clerk and councillors	Not required as public organisations
Clerk and councillors	Not required as public organisations
Clerk and councillors	Consent form completed and sent to reporting person if applicable
Clerk and councillors	Not required as companies not covered by GDPR
Clerk and councillors	Not required as companies not covered by GDPR
None	Parental Consent Required for under 17 year olds
Everyone	Yes if information about a member of public is published on the website, with consent form completed and sent to person in question
Councillors and residents via noticeboards and website	No personal information is included in the agendas or minutes
Clerk only for PC business	Not required - Does not form part of GDPR

Clerk only for PC business	Consent form completed and sent by clerk to relevant person
Clerk only for PC business	Consent form completed and sent by clerk to relevant person
Clerk only for PC business	Consent form completed and sent by clerk to relevant person

How it is protected

Stored on clerk's PC laptop which is in her locked home. Laptop is password protected as are the council internet accounts. The laptop has a firewall and anti-virus software. Individual documents and files are password protected, with password known only by authorised Cllrs. The laptop is updated and back-up carried out

Stored in locked metal cabinet clerk's home.

Stored on clerk's laptop which is in her locked home. Laptop is password protected as are the council internet accounts. The laptop has a firewall and anti-virus software and the laptop is updated and back-up carried out regularly with external harddrive back up stored in locked fireproof cabinet in clerks home

Stored on clerk's laptop (see above)

Stored in locked metal cabinet clerk's home with some data held on Clerk's laptop (see above)

Stored in locked metal cabinet clerk's home with some data held on Clerk's laptop (see above)

Stored on Clerk's laptop and Metal filing cabinet (see above) in accordance with document retention policy

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Stored in locked cabinet in clerk's home

Stored on Clerk's laptop or locked cabinet as above

Stored on clerk's laptop (see above)

Stored on clerk's laptop (see above). Clerk no longer forwards on personal emails but uses saves them and sends them as an attachment or copies and pastes information from the email

Stored on Clerk's laptop and Metal filing cabinet (see above) in accordance with document retention policy

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Stored on clerk's laptop (see above)

Stored on clerk's laptop (see above) and in minutes folders stored in locked metal cabinet in Clerks home

Stored on Clerk's laptop and Metal filing cabinet (see above), Burial Register kept in safe in Community Centre, in accordance with document retention policy

Stored on Clerk's laptop and Metal filing cabinet
(see above) in accordance with document
retention policy

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