Neatishead Parish Council

General Data Protection Regulation

Personal Data held by Neatishead Parish Council

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| **Category of Data** | **What Data is Held** | **Where the Data Came From** | **How the Data was Obtained / Consent Sought** | **Why is the data Needed** | **How is the data protected?** | **With whom the data is shared** | **Is this cover by our Privacy Notice** |
| **Electoral Register for the Parish** | Name/ Address  Unique electoral identifier | North Norfolk District Council | Emailed Spreadsheet  (password protected) | Eligibility for Election or co-option to the Parish Council | Password protected from NNDC. Spreadsheet are not stored on NPC equipment. |  |  |
| **Allotment Records** | Name/Address/Email | Tenants | Application of the Individuals | Allotment Agreement/Invoice and rental renewals | NPC Laptop, password protected, Filing Cabinet, locked stored at clerks’ residence | Clerk |  |
| **Land Registrations** | Name/ Address | North Norfolk District Council | Correspondence |  | NPC Laptop, password protected, Filing Cabinet, Lock | Clerk/Councillors |  |
| **Councillors details** | Name/Address/Email Address/ Telephone numbers/ Register of Interests | Councillors | Paper Proforma on Election/co-option | Internal correspondence  Public Register of Interests.  Access to councillors by the public | Consent given to be public | Third parties |  |
| **Supplier (individual not corporate** | Name/Address/ Telephone numbers/ Bank Account Details | Business correspondence | Correspondence with Business Individuals | Business transactions | NPC laptop, password required | Clerk / councillors/ auditors of accounts |  |
| **External Organisations** | Name/ Address/ Telephone Numbers | Organisations within the village, direct contact with individuals to the organisation | Direct contact from individuals | Village events, annual parish meetings | NPC laptop, password required.  Some Organisations information is in the public domain |  |  |
| **Contractors (Individuals can be identified, not corporate)** | Name/Address/ Email Address/Telephone Numbers/Bank Account Details | Business Correspondence | Correspondence with Business Individuals | Business Transactions | NPC laptop, password required |  |  |
| **Employees** | Name/Address/ Email Address/ Telephone Numbers/ National Insurance Numbers/DOB/Health Records | Application from the Applicant/ Payroll Administration | Transferred from Application form to PC systems | Employment, payment, council business to take place. | NPC Laptop, password protected, Filing Cabinet, locked stored at clerks’ residence |  |  |
| **Business Contacts** | Name/Address/ Email Address/ Telephone Numbers | Contact with the Individual | Correspondence with Business Individuals | To conduct parish council business | NPC Laptop, password required. Emails, password protected. |  |  |
| **Residents/electors** | Name/ Address/ Email Address/ Telephone Numbers | Letters, Emails, Webforms, Telephone Calls, Surveys Completed, Attendance Registers, FOI Requests | Incoming correspondence | Engagement with parish council | NPC Laptop, password protected, Emails, password protected, Filing Cabinet, locked stored at clerks’ residence |  |  |
| **Website Emailing List** | Name/Email | Subscribers | On requesting emails be sent to them | To send out notices of announcements on NPC website | Secured through Wordpress and password secure. |  |  |

Data Controller: The Clerk

Data Protection Officer: To be Appointed

International Considerations: The Parish Council does not operate in more than one EU member state.

Children: The Parish Council does not knowingly hold or process any data relating to children under the age of 16.