



East Woodhay Parish Council

Please refer to our specific policies for further information

Type of Data	Why it is collected	Where it comes from	Who it is shared with	Consent obtained	How it is protected
Electoral Roll	For Council use only. Details of names and addresses of electorate.	Basingstoke and Deane Borough Council	Clerk and councillors for PC business	Not required	Digital copy from BDBC can be accessed via secure password.
Letters from residents	Queries or complaints from residents	Residents	Clerk and Councillors		Hard copies scanned and saved on PC shared drive; originals destroyed.
Emails from residents	Queries or complaints from residents	Residents	Clerk and councillors. Emails either direct to Clerk or Councillor. Emails to PC and from website are forwarded to Clerk and all Councillors.		Stored on recipient's device. Devices are password protected as are the council internet accounts. Devices have anti-virus software and are updated regularly.
Contact names, address and telephone numbers of councillors.	To share the information with residents	Councillors	Public	From Councillors	Not required.
Clerk's employment details	For contract of employment	Clerk	Clerk and Councillors		Digital copy on PC shared drive.
Job applications, CV's	To appoint new staff	Councillors	Clerk and Councillors		Digital copy on PC shared drive for length of time of advertised vacancy.
Complaints and reporting issues	To deal with complaints	Councillors, public	Clerk and Councillors	Not required as public organisations	Not required.
Grant applications	To apply for grant funding	Various organisations	Clerk and Councillors		Digital copy on PC shared drive.
Planning applications	To enable the Council to respond to planning application consultations	Basingstoke and Deane Borough Council	Clerk and Councillors		No hard copies stored by the PC.
Contracts with individuals and organisations	To carry out the Council's legal role e.g grass cutting	Individuals or organisations	Clerk and Councillors		Digital copy on PC shared drive.
Communications with third parties (County Councils, District Councils, Parish and Town Councils, HMRC, Charities, County Associations, SLCC,	Sharing of information	Third party organisations	Clerk and Councillors	Not required as public organisations	N/A
Email addresses	To communicate with residents in response to queries or complaints	Residents	Clerk and Councillors	Obtain consent and keep a copy of it	All email accounts password protected.
Purchase history	Purchases from suppliers	Companies	Clerk and Councillors	Not required as companies not covered by GDPR	
Downloads	For information to enable Council to carry out its role	Various	Clerk only		Stored on PC shared drive
Pay and PAYE information	To enable Council to carry out its role as an employer	Red76 Payroll	Clerk and Councillors	Not required as public organisations	Stored on PC shared drive
Financial information /history	To enable Council to carry out its role	Various	Clerk and Councillors	Not required as public organisations	Stored on PC shared drive
Suppliers contracts	To enable Council to carry out its role	Various	Clerk and Councillors	Not required as companies not covered by GDPR	
Website	Sharing of information to enable council to carry out its role and comply with the transparency code	Various	Everyone	Yes if information about a member of public is published on the website, but no information is published at present	
Agendas and minutes	Sharing of information about Council's activities to comply with it legal obligations and the Transparency Code	Produced by the clerk	Councillors and residents via website	No personal information is included in the agendas or minutes	Not Required
Contacts register	Sharing of information amongst Councillors	Clerk and Councillors	Clerk and Councillors	Not required as public organisations	Stored on PC shared drive