

Assessment of Personal Data held by Swettenham Parish Council May 2018

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	Cheshire East Council	Clerk only for PC business	Not required	Stored securely in clerk's home
Letters from residents	Queries or complaints from residents	Residents	Clerk and councillors	Not required at present	Stored in office in clerk's home. Clerk is in the process of sorting through and destroying old correspondence
Emails from residents	Queries or complaints from residents	Residents	Clerk and councillors	Not required at present	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 regularly
Contact database (names, address and telephone numbers of councillors and other village organisations which are already in the public domain)	To share information with residents	Councillors and other village organisations (not contact details of individuals)	Clerk only	Not required for councillors or charities	Stored on clerk's laptop (see above)
Clerk's employment details	For contract of employment	Clerk	Clerk and councillors	Consent obtained	Stored in office in clerk's home
Job applications, CV's	To appoint new staff	None at present		Not required at present	None at present
Complaints and reporting issues	To deal with complaints	None at present		Not required at present	None at present
Planning applications	To enable the Council to respond to planning application consultations	Cheshire East Council	Clerk and councillors	Not required	Paper copies stored in locked office in clerk's home
Contracts with individuals and organisations	To carry out the Council's legal role e.g grass cutting	Individuals or organisations	Clerk and councillors	Obtain consent and keep a copy of it	Stored in office in clerk's home
Communications with third parties (County Councils, District Councils, Parish and Town Councils, HMRC, Charities, County Associations, SLCC, LCPAS, village organisations)	Sharing of information	Third party organisations	Clerk and councillors	Not required as public organisations	Not required
Email addresses	To communicate with residents in response to queries or complaints	Residents	Clerk only	Obtain consent and keep a copy of it	Stored on clerk's laptop (see above)
IP address	To communicate with residents in response to queries or complaints	Residents	Clerk only	Cut and paste information into a new email to remove the IP address	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

Purchase history	Purchases from suppliers	Individuals and Companies	Clerk and councillors	Consent required for individuals but not required for companies as they are not covered by GDPR	Stored on clerk's laptop (see above) where appropriate
Downloads	For information to enable Council to carry out its role	Various	Clerk only	Obtain consent where appropriate and keep a copy of it	Stored on clerk's laptop (see above)
Cemetery Burial and memorial information	To enable Council to carry out its role	Various	Clerk and councillors	Obtain consent and keep a copy of it	Stored on clerk's laptop (see above)
Pay and PAYE information	To enable Council to carry out its role as an employer	Clerk	Clerk and councillors	Not required as public organisations	Stored on clerk's laptop (see above)
Financial information /history	To enable Council to carry out its role	Various	Clerk and councillors	Not required as public organisations	Stored on clerk's laptop (see above)
Details of donations	Fundraising for village projects	Residents	Clerk and councillors	Obtain consent and keep a copy of it	Various
Suppliers contracts	To enable Council to carry out its role	Various	Clerk and councillors	Consent required for individuals but not required for companies as they are not covered by GDPR	Stored on clerk's laptop (see above) where appropriate
Subscription Services	To enable Council to carry out its role	Various	Clerk and councillors	Not required as companies not covered by GDPR	Not required
Information relating to children	To canvas views of children in relation to projects directly affecting them	None	None	Parental Consent Required for those under 17	None required at present
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	Stored on clerk's laptop (see above)
Agendas and Minutes	Sharing of information about Council's activities to comply with its legal obligations and the Transparency Code	Produced by the clerk	Councillors and residents via noticeboards and website	No personal information is included in the agendas or minutes	Stored on clerk's laptop (see above) or in minutes folders which are kept at the clerk's home