

Lockton Parish Council

Assessment of personal data held

Date reviewed: 6/7/26

Data Category	Purpose of Holding	Lawful Basis	Source of Data	Storage Location	Access
Councillor contact details	To allow official council business, public contact, statutory requirements	Public task / Legal obligation	Provided by councillors	Clerk's laptop, council website (public details only)	Clerk, councillors
Councillors' Register of Interests	Statutory transparency; to publish	Legal obligation	Councillors	Clerk's laptop; council website (public copy or link to principal authority site)	Clerk / Public
Parish Clerk employment records	Payroll, contract, HMRC requirements	Legal obligation / Contract	Clerk	Paper file, Clerk's laptop	Clerk, Internal Auditor, Personnel Committee
Supplier / contractor details	Payments, contracts, invoices	Contract / Legal obligation	Supplier	Clerk's laptop, invoices (paper/electronic)	Clerk, RFO
Electors' correspondence	Responding to queries, parish matters	Public task	Residents	Clerk's laptop/email, occasionally paper files	Clerk, councillors (if relevant)
Electoral Roll	Only to verify residency for consultations/elections when strictly necessary.	Public task / Legal obligation	Provided by NYC	Clerk's laptop/email	Clerk
Planning consultations / representations	Statutory function of council	Public task	Residents / NYMNP	Clerk's laptop/email	Clerk, councillors
Bank details & financial records	Managing parish finances	Legal obligation	Clerk / Bank	Clerk's laptop, bank statements (paper/electronic)	Clerk, Internal Auditor
Minutes, agendas, meeting papers	Transparency, record-keeping	Legal obligation / Public task	Created by Clerk	Website, Clerk's laptop, paper copies	Clerk, councillors, public (minutes)
Grant Applications	To apply for grant funding	Public task	Clerk / Councillors	Clerk's laptop/email	Clerk, councillors
Job Application / CVs	To appoint new staff	Legal obligation	Potential Applicant	Clerk's laptop/email	Clerk, councillors
Communications with third parties (County Councils, District Councils, Parish and Town Councils, HMRC, Charities, County Associations, SLCC, village organisations)	Sharing of information	Public task	Third party organisations	Clerk's laptop/email	Clerk, councillors
Email addresses	To communicate with residents in response to queries or complaints	Public task	Residents	Clerk's laptop/email	Clerk, councillors
Details of donations	Fundraising for village projects	Public task	Residents / Groups	Clerk's laptop/email	Clerk, councillors
Website	Sharing of information to enable council to carry out its role and comply with the transparency code	Public task	Everyone	Cloud / Clerk laptop	Only clerk can update and amend the information
Downloads (Documents & Access Logs)	To obtain and process documents needed for council administration (e.g. invoices, policies, consultation papers, forms).	Public task / Legal obligation / Contract	Everyone	Cloud / Clerk laptop	Clerk
Freedom of Information Requests and Subject Access Requests	To record, process, and respond lawfully to requests made under the Freedom of Information Act, Environmental Information Regulations, or UK GDPR (Subject Access Requests). Ensures transparency, accountability, and compliance with statutory timescales.	Residents and the public	Clerk and the Council	Clerk's laptop/email	Clerk, Councillors for response approval, external auditor or ICO for investigation
Photos & videos taken at events	To record and promote council events and community activities, demonstrate council engagement, and maintain a visual archive of parish initiatives. Used for newsletters, website, and social media with consent where required.	Various organisations	Clerk and Councillors and funding streams	Clerk's laptop/email	Clerk, Councillors
Health & Safety Incident Reports	To document any accidents, near misses, or safety concerns involving staff, councillors, volunteers, or the public during council activities. Used to review safety procedures, meet legal obligations, and prevent recurrence	Public	Clerk & Councillors Insurance Company Medical Staff	Clerk's laptop/email	Clerk, Chairman