

Bildeston Parish Council - Data Handling Log - GDPR

Reference	Data Description	Personal Data	Collection	Basis for Processing	Used For	Any Other Uses	Secure Storage	Retention Period	Reviewing
BLC/01	Cemetery Grant Holders	Yes	Supplied by Applicant	Public Task	Cemetery Administration	No	Yes - Lockable Cupboard	Indefinite	Annual Information Audit
BPC/02	Councillors Details	Yes	Supplied by Councillor	Public Task	Community Communications	No	Publicly Available	Term of Office	Annual Information Audit
BPC/03	Employees Details including Payroll	Yes	Supplied by Employee	Public Task	Employer Communications & HMRC Payroll Submissions	No	Yes - Lockable Cupboard, Password Protected ICT & HMRC Payroll System	Term of Employment & to meet Employer Retention Requirements	Annual Information Audit
BPC/04	Parishioner Communications	Yes	Supplied by Parishioners	Public Task	Communications over Specific Community Issues	No	Password Protected ICT	Three Years	Annual Information Audit
BPC/05	Transactions (Finance)	Yes	Supplied by Employees, Suppliers etc.	Public Task	Processing Receipts and Payments & Published on Website to comply with Transparency Code	No	Password Protected ICT. Published Information identifying name only	Six Years	Annual Information Audit