

GDPR DATA/INFORMATION AUDIT

DATA PROTECTION CONTROLLER - HIGH HOYLAND PARISH MEETING

DATA PROTECTION PROCESSOR - PARISH CLERK

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DATA PROTECTION OFFICER - Rob Winter (DPO designate to BMBC)

PERSONAL DATA HELD FOR -

CONTRACTORS

PERSONAL DATA PROCESSED

CONTACT INFORMATION - NAMES, ADDRESSES, E-MAIL &
TELEPHONE NUMBERS
CONTRACT DETAILS

PURPOSE OF PROCESSING

CORRESPOND WITH CONTRACTOR & ADMINISTER CONTACT
INFORMATION - LEGAL OBLIGATION

HOW PROCESSED

CORRESPOND WITH CONTRACTOR & ADMINISTER CONTACT
INFORMATION HELD BY CLERK

LAWFUL BASIS FOR PROCESSING

CONTRACTUAL NECESSITY
LEGAL OBLIGATION

CONSENT TO PROCESS - HOW AQUIRED?

THROUGH CONTRACT/ESTIMATES/INVOICES

HOW STORED

ON PAPER & ELECTRONICALLY

SECURITY/ACCESS

PAPER- IN CABINET IN CLERK'S PRIVATE OFFICE IN HER
ALARM - SECURED HOME. ELECTRONICALLY ON PASSWORD
ENCRYPTED COMPUTER

ACTION REQUIRED

NONE