

## GDPR DATA/INFORMATION AUDIT

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### DATA PROTECTION CONTROLLER - HIGH HOYLAND PARISH MEETING

#### DATA PROTECTION PROCESSOR - PARISH CLERK

3 CHURCH LANE, HIGH HOYLAND, BARNSELEY, S75 4BJ

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#### JOANNA ROBERTS

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#### DATA PROTECTION OFFICER -

Rob Winter (DPO designate to BMBC)

(Amended to remove the duty on a local council or parish meeting to appoint a DPO)

#### PERSONAL DATA HELD FOR -

#### ELECTORS/PARISHIONERS

#### PERSONAL DATA PROCESSED

ELECTORAL ROLL

HELD ON PAPER & USED ONLY BY THE CLERK

DATA CONSENT FORMS - COMPLETED & SIGNED BY RESIDENTS OF VILLAGE/ MEMBERS OF OIL GROUP

CONTACT INFORMATION INCLUDING ADDRESS, E-MAIL & TELEPHONE NUMBERS

#### PURPOSE OF PROCESSING

ADMIN RELATED TO THE PARISH MEETING

COMMUNICATION BETWEEN CLERK & PARISHIONERS

#### HOW PROCESSED

TO IDENTIFY ELECTORS

USED TO COMMUNICATE & RECORD PUBLIC INFORMATION

#### LAWFUL BASIS FOR PROCESSING

PUBLIC TASK

PUBLIC TASK

#### CONSENT TO PROCESS - HOW ACQUIRED?

PROVIDED BY THE LOCAL AUTHORITY & THE RESIDENTS

CONSENT GIVEN IN WRITING BY PARISHIONERS ETC

#### HOW STORED

ELECTRONICALLY & PAPER

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#### SECURITY/ACCESS

PAPER - LOCKED CABINET  
ELECTRONICALLY - ON PASSWORD ENCRYPTED COMPUTER  
BACKED UP ON DISC KEPT IN LOCKED CABINET

PUBLICLY ACCESSIBLE ON BMBC WEBSITE. IN MINUTE BOOK/ ACCOUNTS FILE. ON PASSWORD ENCRYPTED COMPUTER, BACKED UP ON DISC HELD IN CLERK'S PRIVATE OFFICE, BY INTERNAL AUDITOR & PARISH-MEMBER - PETER JOHNSON

#### ACTION REQUIRED

NONE

WRITTEN CONSENT TO USE CONTACT DETAILS - ONGOING PROCESS