

Wroxham Parish Council			
Data audit	Last updated:	03/04/2024	
	Approved at Full Council:	04/04/2024	
Reason for processing data (collect/hold/use data)	Types of data being processed	How is the data being processed	Who the data is being shared with
General correspondence	Emails, written correspondence, website contact form.	Email is on a specific MS Outlook WPC email account. Councillors have individual email addresses to avoid WPC information entering personal accounts. Written correspondence is very limited and is either dealt with and disposed of securely or scanned to be held electronically. Website contact form comes to the Clerks email address and is then dealt with as per emails.	Email accounts are only accessible to the named individuals. Data is only shared through standard correspondence and identities are removed when necessary.
General correspondence	Contact information	Contacts are stored within the Clerks MS Outlook account and on the Clerks WPC mobile phone.	Clerk only, unless the contact is in the public domain already.
To keep residents informed of news	Facebook page members	Membership is administered by the Clerk and Cllr I Lyons-Clayton only. The FB page is only open to residents who are asked a series of questions for membership approval.	Only with the administrators of the page.
Legal record of Full Council and Finance committee meeting	Recordings of meetings, minutes	Meetings are recorded on the Clerks WPC mobile phone for scribing purposes only. Once the draft minutes have been approved the recording is deleted. Minutes are then stored on the Council's cloud storage system, Dropbox. This can only be accessed by the Clerk and Councillors. Minutes are published on the Council's website and on the FB page. Individuals are not named in the minutes unless they are a contractor, Councillor or the individual gives permission. A signed copy of the final minutes are filed in the Clerks office.	Minutes are in the public domain. Recordings are not shared with anybody and are deleted once the minutes have been typed up.
Register of Councillor interests	Personal details of Councillors interests.	The information is recorded on a standard form provided by the District Council. The forms are displayed on the District Councils website.	In the public domain.
Paying for goods and services	Invoices	Digital invoices are stored on Scribe (accounting package). All invoices are printed out and presented to Full Council meeting to evidence the payments schedule.	All Councillors have access to Scrbe.

Paying for goods and services	Bank details	Bank details for contractors are stored on the Unity Trust payments system. Once the year, following audit, the Clerk deletes any one off contractors.	Clerk and the two bank approval Councillors.
Employing staff	Personal staff information	Digital information is held on Dropbox. Paper documentation is held in a locked filing cabinet at the Clerk's office.	Shared with the Clerk and Councillors via Dropbox.
Employing staff	Bank details	Bank details for staff are held on the Unity Trust bank payments system. When staff leave their details are deleted.	Clerk and the two bank approval Councillors.
Administration - Electoral roll	List of residents on the electoral register	The electoral roll is issued by the District Council once a year. On receipt of the new document the old document is deleted. The document is held in a Clerk only area of DB and only used as legally allowed.	Clerk only.
For burials and cremations	Details of residency, dob, place of death, next of kin. Digital greens.	Information is collected on a WPC form. Blank form is held on the website. Completed forms are held in a locked filing cabinet specifically for burial records and digital forms are held on DB.	Shared with the Clerk and Councillors via Dropbox.
For sales of Exclusive Right of Burials	Details of residency.	Information is stored either on DB or held in the locked filing cabinet for the Cemetery.	Shared with the Clerk and Councillors via Dropbox.
Arranging donations for memorial benches and tree plaques	Details of residency and details of the deceased, as appropriate.	Information is stored either on DB or held in the locked filing cabinet for the Cemetery.	Shared with the Clerk and Councillors via Dropbox.