BARLASTON PARISH COUNCIL

DATA MAP

GDPR2

DATA MAP

Revision History

This document was originally written by:

Name	**Position**	**Date**
Vivien O'Dunne	Clerk	February 2026

This document was reviewed by:

The Parish Council	10 March 2026

This document version was adopted by:

The Parish Council at their meeting on	10 March 2026

Document Review schedule:

Next Mandatory Review by	March 2027

Version	**Issue Date**	**Document ID**	**Reason for Change**	**Section changed**
1	10 March 2026	GDPR2	Data Map done using guidance from NALC's Data Protection Roadmap	Major Review

Barlaston Parish Council – Data Audit: Purpose, Legal Basis and Review

This Data Map constitutes the Council's Record of Processing Activities in accordance with Article 30 of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Council processes personal data only where it is necessary to carry out its statutory functions, employment responsibilities, financial administration and communications. Processing is limited to what is relevant and proportionate for those purposes.

This document identifies:

- The business functions under which personal data is processed
- The categories of individuals and personal data involved
- The lawful basis for processing
- Categories of recipients (where applicable)
- Retention periods
- General technical and organisational security measures

The Council does not engage in large-scale or high-risk processing and does not carry out automated decision-making or profiling.

This Data Map is reviewed annually, or sooner if there are material changes to the Council's processing activities, and forms part of the Council's data protection compliance framework supporting AGAR Assertion 10.

Date approved by Council: 10 March 2026

Business Function	Purpose of Processing	Category of Individuals	Category of Personal Data	Category of Recipient	Third Country Transfers	Retention Schedule	Security Measures	Article 6 Lawful Basis	Article 9 Special Category	Location of Data	DPIA Req	Legitimate Interest Assessment	Data Minimisation Confirmed
Elected Members	Statutory Transparency and Council Administration	Councillors/ Elected Members	Name, role, contact details, register of interests	Borough Council	None	While in office	Password Protected devices, once scanned original shredded	Public task, Legal obligation	None	Office – Secure Device	No	N/A	Confirmed – only names, roles and contact info collected; no extra data
Elected Members	Statutory Transparency and Council Administration	Councillors/ Elected Members	Name, Ward, Generic.gov.uk email address, phone number and/or address if permission given	Website owned by the Parish Council (.gov.uk) – Personal	None	While in office	Password Protected devices, secure website access 2-factor auth.	Public task, Legal obligation	None	Office Secure Device, website	No	N/A	Confirmed – only info required for transparency published; additional contact info only with consent
Finance/ Banking	Council Administration	Councillors/ Elected	Name, address, DOB,	Bank Mandate, ID	None	Not retained	Once passed on to the	Contract/ Publi	None	Not retained	No	N/A	Confirmed, only necessary

		Members	Years at address	Verification			banks, these details are shredded and electronic data deleted	c Task					financial info processed for payment, shredded /deleted once passed to bank.
Staff – Clerk/RFO	Pension, Payroll, Employment Management	Clerk/RFO	Contact details, National Insurance number, Payroll, Pension, Leave,Sickness records	Payroll Provider, Staffordshire, Local Government Pension Scheme, HMRC	None	6 Years after employment ends	Password Protected devices, Password Protected Employment files, restricted access	Contract, Legal Obligation	Employment, social security and social protection laws	Office Secure Device	No	N/A	Confirmed, oly relevant payroll, pension, employment info collected, securely stored and deleted after retention period.
Finance & Suppliers	Payment of Invoices, audit compliance, publishing transparency informat	Suppliers, contractors, grant applicants	Name, Contact details, Bank details. Public: Company name/name plus	Bank (for payment), public (via schedule of payments on website)	None	6 Years for accounting and audit purposes	Secure banking (2-factor auth), restricted access (signatories)	Contract/ Legal Obligation	None	Clerk, Secure device/ Accounting program, with UK Banks	No	N/A	Confirmed – only essential payment, supplier and audit info retained. Deleted when no

	ion in accordance with statutory requirements.		amount paid.										longer required.
Residents Correspondence	Responding to enquiries and complaints, representations	Residents, general correspondence	Name, Telephone number, email address, address – details of subject	Only if required for action: District/County Cllr/Police (if consent obtained).	None	Deleted immediately after issue is resolved / enquiry closed	Secure email system, password-protected device. Notes are shredded, telephone messages deleted, email deleted.	Public task	Substantial Public Interest (where relevant)	Clerk secure email – no paper files kept	No	N/A	Confirmed – only info necessary to respond retained; deleted once resolved.
Residents / Public Correspondence (Social Media)	Respond to queries, provide information	Residents / members of public	Name, contact info, message content	Clerk	None	FB & WA Deleted immediately after reading / resolvi	WhatsApp messages disappear automatically pictures set to	Public task	Only if sensitive info disclosed	Clerk Secure PC/Password Protected Mobile Phone	No	N/A	Confirmed, only messages relevant to queries retained, deleted after

						ng. enabled (7 Days)	not save to device. Facebook posts deleted after resolution or enquiry or 7 days, whichever sooner.						resolution.
Website	Publishing Council Information and updates – transparency & public accountability	Elected members, council staff, grant recipients, suppliers, members of the public*	Names, contact details, named in grant awards and tender awards, and *village awards and village news	Website owned by the Parish Council (.gov.uk) –	None	Until consent withdrawn (members of public) no longer employed or in office	Secure website access with 2-factor authentication, password-protected office devices	Public task, Legal obligation	None	Parish Council office secure device / Parish Council website (.gov.uk)	No	N/A	Confirmed – only info necessary for transparency published: consent withdrawn or no longer in office – info removed.
Social Media	Public information and promotion of	Elected Members, Council Staff,	Names, contact details, named in grant	Public / Social Media Followers	Possibly servers outsid	Until consents withdrawn	Password-protected devices	Public task, Legal	None	Parish Council secure device,	No	N/A	Confirmed, only essential public info

	Council activities	Grant Recipients, Suppliers, Members of the Public*	awards and tender awards, village awards/news		e UK/EU (platforms), only repost publicly posted info and no private data unless consent obtained		, official council accounts, limited access to admins	obligation		official social media platform (Facebook)			shared; no private data unless consent obtained.
CCTV/Security	Crime Prevention, safety monitoring	Residents and visitors	Video footage	Police/authorities (if requested)	None (local storage, VPN used for remote access)	30 days (unless required for investigation)	Locked server, password-protected, 2-factor authentication, signage displayed	Public task, Legitimate interests	None	Secure WCCT Servers / Parish Council premises	Mini DPIA recommended	Mini DPIA Completed.	Only relevant footage retained. Access limited to authorised personnel. Retained no longer than 31 days

Cloud/IT Storage (Dropbox)	Secure storage of council documents	Staff/councillors, contractors, residents (if personal data included)	Payroll Files, Minutes, Correspondence copies of sent letters, leases	None/Clls have a restricted area for meeting papers	USA (Dropbox SCCs in place)	As per retention schedule	Password, 2FA, restricted access	Public task, contract, Legal obligation	Special category data processed securely if included, deleted when compete	Dropbox Secure Cloud	No	N/A	Confirmed – only essential files stored, special category data processed securely if included.
Register of Electors (Paper)	Verification / Electoral administration	Residents	Name, address, electoral roll information	The Clerk Only	Retained as per electoral legislation / current year only	Current Year Only	Locked filing cabinet, access restricted to authorised staff.	Legal obligation	None	Parish Council Office – Locked Cabinet	No	N/A	Confirmed – only electoral roll info retained and kept securely for current year only
Council Administration (Historic / Legacy Records)	Continuation of statutory functions, legal compliance, audit trail,	Residents, staff (current and former), councillors (current and former),	Names, addresses, contact details, correspondence, financial information,	Parish Council (Clerk and authorised members only)	None	In line with the Council's Retention Policy; subject to	Locked filing cabinet, restricted access, controlled office	Public Task; Legal Obligation (where applicable)	Employment, social security and social protection law; Substa	Paper files – locked filing cabinet, Council office	No – Routine administrative historical records	N/A	Confirmed – only essential records retained for legal/statutory purposes.

	and historical reference	suppliers, contractors, grant applicants	employment records, complaints, grant documentation (may include limited special category data)			phased review and secure destruction where no longer required	environment		ntial public interest (where relevant)				Securely stored

Notes on Lawful Basis, Legitimate Interest and Data Minimisation
The following notes explain the lawful basis (Article 6), any special category data (Article 9), legitimate interest assessments, and data minimisation measures for each business function listed in the table above. Where applicable, DPIA requirements are also indicated.

Reasoning for Lawful Basis (Article 6 UK GDPR) and Additional Notes (Article 9)

1. **Elected Members – Statutory Transparency and Council Administration**
    - **Lawful Basis:** Public Task / Legal Obligation
    - **Reasoning:** Processing names, roles, and contact details is necessary to comply with statutory requirements and ensure transparency of elected members.
    - **Special Category:** None
2. **Elected Members – Contact Information for Website**
    - **Lawful Basis:** Public Task / Legal Obligation
    - **Reasoning:** To publish elected member details on the website for transparency, only with consent for additional contact info.
    - **Special Category:** None

3. **Finance/Banking – Council Administration**
    - **Lawful Basis:** Contract / Public Task
    - **Reasoning:** Bank mandates and ID verification are needed to manage council finances and meet statutory and contractual obligations.
    - **Special Category:** None
4. **Staff – Clerk/RFO (Employment, Payroll, Pension)**
    - **Lawful Basis:** Contract / Legal Obligation
    - **Reasoning:** Required to manage employment relationships, pay staff, and comply with payroll and pension regulations.
    - **Special Category:** Employment, social security, and social protection law – processed only as needed, securely stored, deleted when no longer required.
5. **Finance & Suppliers – Payment of Invoices / Audit Compliance**
    - **Lawful Basis:** Contract / Legal Obligation
    - **Reasoning:** Necessary to pay suppliers, maintain accounts, and comply with transparency and audit requirements.
    - **Special Category:** None
6. **Residents Correspondence – Enquiries / Complaints**
    - **Lawful Basis:** Public Task / Substantial Public Interest (if sensitive info disclosed)
    - **Reasoning:** Required to respond effectively to residents' enquiries and complaints.
    - **Special Category:** Only if sensitive data is included, kept secure and deleted when case closed.
7. **Residents / Public Correspondence (Social Media)**
    - **Lawful Basis:** Public Task
    - **Reasoning:** To provide information and respond to queries via social media platforms.

- **Special Category:** Only if sensitive info disclosed; processed securely, deleted once resolved.

8. **Website – Publishing Council Information**
    - **Lawful Basis:** Public Task / Legal Obligation
    - **Reasoning:** To meet statutory transparency obligations and keep residents informed.
    - **Special Category:** None
9. **Social Media – Public Information / Promotion**
    - **Lawful Basis:** Public Task / Legal Obligation
    - **Reasoning:** To inform residents of council activities, grant awards, and public announcements.
    - **Special Category:** None
10. **CCTV / Security**
    - **Lawful Basis:** Public Task / Legitimate Interest
    - **Reasoning:** To protect public safety, prevent crime, and secure council property.
    - **Special Category:** None
    - **Legitimate Interests Assessment:** CCTV footage retained for crime prevention; data minimised and access restricted; retention period 30 days
11. **Cloud / IT Storage (Dropbox)**
    - **Lawful Basis:** Public Task / Contract / Legal Obligation
    - **Reasoning:** Required to securely store council documents and records.
    - **Special Category:** Any special category data processed securely if included, deleted when complete.
12. **Register of Electors (Paper)**

- **Lawful Basis:** Legal Obligation
- **Reasoning:** Required for electoral verification and administration under electoral law.
- **Special Category:** None

13. **Council Administration (Historic / Legacy Records)**
    - **Lawful Basis:** Public Task / Legal Obligation
    - **Reasoning:** To maintain statutory records, legal compliance, audit trail, and historical reference.
    - **Special Category:** Employment, social security, social protection laws; substantial public interest where relevant.

Data Minimisation Check: Only data essential for purpose collected; no extra personal information retained.

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Chairman Date: 10 March 2026