

Stainland and District Parish Council Data Map and Risk Assessment

Document Ref	Stainland and District Parish Council Data Map and Risk Assessment
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Purpose of Processing	Categories of personal data	Categories of recipients (sharing with other data controllers)	Categories of processors (on behalf of PC)	Article 6 lawful basis for processing data	Article 9 condition for processing special category data	How is it stored?	Steps taken to anonymise data	Risk level? Is a Data Protection impact assessment (DPIA) required?
Minutes	Contact information, identity	N/A	Website & email provider, cloud storage provider	Legal obligation	N/A	Councillors may hold unsigned hard copies. Unsigned copies held electronically by clerk (dedicated Laptop and cloud 365) and widely available to councillors (personal devices).	Information that might identify private individuals/parishioners not included in minutes. Personal information relating to PC employees to be anonymised as much as possible or withheld from minutes.	Low. DPIA not required.



Accounts	Contact Information, identity, Bank details	Internal & external auditors	Cloud storage provider, Website & email provider	Legal obligation	N/A	Hard & electronic copies held by clerk (dedicated Laptop 365 cloud storage). Some councillors may hold hard and/or electronic copies to process payments (personal devices).	Invoices and other documents containing personal information only shared with councillors for the purposes of processing transactions.	Low. DPIA not required.
General correspondence & administration	Contact information, identity, special category data	Other Parish, Borough or County Councils, other competent authorities	Cloud storage & email provider	Public task	Consent	Hard and electronic copies held by clerk (dedicated laptop). Some councillors may hold hard and/or electronic copies (personal devices).	Written consent to be obtained prior to sharing any personal information. If no consent is obtained then it must be anonymised. Bcc to be used for emails as required.	Low. DPIA not required.



Payroll and Pensions	Contact information, identity, Bank details	HMRC, Nest (pension provider)	Cloud storage & email provider, Payroll software (HMRC)	Legal obligation	N/A	Hard & electronic copies held by clerk (dedicated laptop).	Documents containing personal information only shared with councillors for the purposes of processing transactions.	Low. DPIA not required.
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						Some councillors may hold hard and/or electronic copies to process payments (personal devices).		
HR records	Contact information, identity, Bank details, special category data	N/A	One Drive / SharePoint / 365	Contract	Employment, Social Security and Social Protection	Hard & electronic copies held by clerk (dedicated laptop).	Written consent to be obtained prior to sharing any personal information. If no consent is obtained then it must be anonymised.	Low. DPIA not required.

Councillor Information	Contact information, identity, special category data	Borough Council	Website & email provider, cloud storage provider	Legal obligation	Substantial Public interest	Hard & electronic information held by clerk (dedicated laptop).	Written consent to be obtained prior to sharing any personal information. If no consent is obtained then it must be anonymised.	Low. DPIA not required.
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- Data only shared within UK
- Data retained in accordance with Stainland and District Parish Council's Data Retention schedule.

How are all PC members made aware of their responsibilities?

- Relevant Policies.
- New councillor induction.
- Training encouraged.
- Regular reminders.
- Dedicated email addresses.

To be read in conjunction with the following policies:

- Privacy Policy.
- Data Protection Policy including retentions
- IT Policy.