

Brockley Parish Council

GDPR Audit of Brockley Parish Council Personal Data January 2026

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All personal information not shared unless permission is given all stored in secure locked office. All IT is password protected and has full security package with cloud storage.

Staff Personal details – Details of current staff and during any recruitment process details of applicants. Application forms and emails all destroyed after the process is completed. All stored in locked filing cabinet.

Lawful Basis a), b) c).

Councillors Personal Details - These are shared on the website and on noticeboards. Councillors give consent for what details they want displayed. Details destroyed and removed from public display after resignation and

Lawful Basis a).

Grant Applicants – some organisations and groups may use personal details on grant applications. These are kept with accounts for 7 years stored securely in locked cupboard. Councillors may see this data when reviewing applications. Any copies made are returned to the Clerk for destruction apart from one master copy kept with the accounts for 7 years stored securely in locked cupboard.

Lawful Basis a),e),f).

Correspondence/Public Report Logs for lighting, vegetation

issues/highways etc - Letters and emails sent/received on matters raised by residents/Cllrs/NSC/organisations. Should ask permission before sending email onto others usually this would be councillors or NSC officers. Some copies of letters/emails normally kept for a couple of years to allow tracking of issues or until matter resolved.

Lawful Basis a), e).

Electoral Register – Stored on locked filing cabinet, retained for one year until new register is issued then old one is destroyed. Staff and Councillors have been advised of the restrictions for its use.

Lawful Basis e).

Lawful Basis for Data Processing.

(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

(b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

(d) Vital interests: the processing is necessary to protect someone's life.

(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

(f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)