

NETHER DENTON PARISH COUNCIL

Chairman: Cllr. David G. Richardson

Clerk: Lynnesy Mowbray
School House
Low Row
Brampton, CA8 2LN
Tel: 07585 115505

email: clerk@netherdenton.org.uk

Data Map and Risk Assessment

Please note that:

- Data retained in accordance with Data Retention Schedule
- Data should only be shared within EU

Parish Councillors are made aware of their responsibilities by:

- Using dedicated email addresses
- Relevant Policies
- New councillor induction
- Encouraged to attend training
- Regular reminders about compliance and DGPR including that all personal devices used to view or store council correspondence must be password protected and hard copies stored in a locked cabinet
- A signed checklist

This document is related to many of the Councils policies and procedures, including:

- Data Protection Policy
- Financial Regulations
- Information Technology (IT) Policy

Nether Denton Parish Council Data Map and Risk Assessment

Purpose of Processing Data	Minutes	Accounts / Finance
Categories of personal data	Contact Information, Identify	Contact information, Identity, Bank details
Categories of recipients (sharing with other data controllers)	Internal and External auditors	Internal and External auditors
Categories of processors (on behalf of PC)	Website Email Cloud Storage	Website Email Cloud Storage
Article 6 Lawful basis for processing data	Legal Obligation	Legal Obligation
Article 9 Conditions for processing special category data		
How is it stored?	Hard signed copies stored in Clerks home & periodically taken to county archive Electronic copies held by clerk (personal device) Councillors may hold unsigned hard copies. (personal devices)	Hard copy and electronic copies held by clerk. (personal device) Councillors may hold copies of payment schedules (personal devices)
Steps taken to anonymise data	Information that might identify private individuals not included in minutes. Personal information relating to PC employees / councillors to be anonymised as much as possible or withheld from minutes.	Invoices and documents containing personal information only shared with councillors for processing transactions and financial regulations
Risk Level - Is data protection impact assessment required? (DPIA)	Low DPIA not required	Low DPIA not required

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Purpose of Processing Data	Staffing, Payroll and Pensions	HR records
Categories of personal data	Contact information Identity, Bank details	Contact information, Identity, Bank details Special category data
Categories of recipients (sharing with other data controllers)	HMRC Pension provider Payroll administrator	
Categories of processors (on behalf of PC)	Email Cloud Storage Payroll software	One drive Cloud Storage
Article 6 Lawful basis for processing data	Legal Obligation	Legal Obligation - Contract
Article 9 Conditions for processing special category data		Employment, Social Security and Social Protection
How is it stored?	Hard copy and electronic copies held by clerk. (personal device) Councillors may hold electronic copies. (personal devices)	Hard copy and electronic copies held by clerk. (personal device)
Steps taken to anonymise data	Documents containing personal information only shared with councillors for processing transactions.	Consent to be obtained before sharing ant personal information. If consent is not obtained, these must be anonymised.
Risk Level - Is data protection impact assessment required? (DPIA)	Low DPIA not required	Low DPIA not required

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Purpose of Processing Data	General Correspondence & Administration	Councillor Information
Categories of personal data	Contact information, identity, special category data	Contact information, identity, bank details, special category data
Categories of recipients (sharing with other data controllers)	Other Parishes if needed, county councillors necessary authorities	County Council and County Councillors if necessary
Categories of processors (on behalf of PC)	Email Cloud Storage	Email Cloud Storage
Article 6 Lawful basis for processing data	Public Task	Legal Obligation
Article 9 Conditions for processing special category data	Consent to share	Substantial Public Interest
How is it stored?	Hard copy and electronic copies held by clerk. (personal device) Councillors may hold electronic copies. (personal devices)	Hard copy and electronic copies held by clerk. (personal device) Councillors may hold hard / electronic copies of their own information. (personal devices)
Steps taken to anonymise data	Use BCC for emails as required. Consent to be obtained before sharing any personal information. If consent is not obtained, these must be anonymised.	Consent to be obtained before sharing ant personal information. If consent is not obtained, these must be anonymised. Use BCC for emails as required.
Risk Level - Is data protection impact assessment required? (DPIA)	Low DPIA not required	Low DPIA not required

— Data Map and Risk Assessment ends here —

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Accepted by FCM and Adopted: March 2026

Date for next review: March 2027

Review: Annually

Amendment Notes -

Date accepted by FCM	Amendment