

SHEEPY PARISH COUNCIL

THE VILLAGES OF

Sheepy Magna, Sheepy Parva, Sibson, Wellsborough, Upton, Pinwall and Cross Hands

SHEEPY PARSIH COUNCIL DATA AUDIT 2025 2026

Central Information

Personal Data Processed	Purpose of processing	How Processed	Lawful basis for processing	How stored	Security access	Action Required
Register of interests	Legal requirement	Sent to Hinckley and Bosworth BC	Legal obligation	Electronically	Electronically on password protected computer, backed up on hard drive	Ensure only holding current councillors data
Contact Information	Admin of council	Held by Clerk	Public task	Electronically	Electronically on password protected computer, backed up on hard drive	Ensure only holding current councillors data
Councillors names in minutes, ie showing attendance	Legal Requirement	Appears in Minutes	Legal obligation	Electronically	Accessible of website	None
Telephone numbers	Communication with residents	Internally	Public task	Electronically	Available on request	None

Employees

Personal Data Processed	Purpose of processing	How Processed	Lawful basis for processing	How stored	Security access	Action Required
Personal Details	Legal Obligation	HMRC Payroll	Legal Obligation	Electronically	Electronically on password protected	Consent form completion if the

SHEEPY PARISH COUNCIL

THE VILLAGES OF

Sheepy Magna, Sheepy Parva, Sibson, Wellsborough, Upton, Pinwall and Cross Hands

					computer, backed up on hard drive	Council wants to use the data for other purposes. Ensure that the data of former employees only retained for the legislative maximum time
Employee Details	Legal obligation	Payroll	Legal obligation	Electronically	Electronically on password protected computer, backed up on hard drive	Ensure former employees data is only kept for the maximum legislative time
Bank Details	Process Payroll	Input for banking	Legal obligation	Electronically	Electronically on password protected computer, backed up on hard drive	Ensure only holding current employees data

Electors/parishioners

Personal Data Processed	Purpose of processing	How Processed	Lawful basis for processing	How stored	Security access	Action Required
Email addresses	Communication with PC	Used to communicate response	Public task	Held for maximum legislative time	Electronically on password protected computer, backed up on hard drive	State what email address will be used on reply
Letter contact details	Communication with PC	Used to communicate response	Public task	Held for maximum legislative time	Electronically on password protected computer, backed up on hard drive	None
Planning applications	Statutory consultee	Used solely to aid response to LPA	Public task	Not stored on HBBC portal	None	None

SHEEPY PARISH COUNCIL

THE VILLAGES OF

Sheepy Magna, Sheepy Parva, Sibson, Wellsborough, Upton, Pinwall and Cross Hands

Donations

Personal Data Processed	Purpose of processing	How Processed	Lawful basis for processing	How stored	Security access	Action Required
Name address email	Processing donation by Parish Council	Used to respond to donation application	Public task	In line with PC document retention policy	Electronically on password protected computer, backed up on hard drive	None

Contracts

Personal Data Processed	Purpose of processing	How Processed	Lawful basis for processing	How stored	Security access	Action Required
Name address email	Correspondence with contractor	Correspondence with contractor	Contractual	In line with PC document retention policy	Electronically on password protected computer, backed up on hard drive	None

ADOPTED BY SHEEPY PARISH COUNCIL June 2026

Reviewed by Parish Clerk

Review Date 31st March 2027