

Data Audit – GDPR 2018

<b>Data Held</b>	<b>Where it's held</b>	<b>Reason Why</b>	<b>Retention</b>
<b>GENERAL DATA</b>			
Names and Address	Password Protected Computer system	To enable ATC to communicate with those who contact them	Can be deleted upon request
Email address	Password Protected Computer contacts list	To enable ATC to communicate with those who contact them	Can be deleted upon request
Telephone Nos	Password Protected Computer System	To enable ATC to communicate with those who contact them	Can be deleted upon request
Bank Details	On invoices sent to ATC for payment, Account files In locked cupboards	To allow ATC to carry out its financial responsibilities	Can be deleted upon request
<b>CEMETERY DATA</b>			
Burial Books	Register of Burials in locked cupboards	To comply with Burial Law	Indefinite
Addresses	Register of Burials, Interment Forms, Deeds in locked cupboards	To comply with Burial Law	Indefinite
Interment Forms	Locked Filing cabinet	To comply with Burial Law	Indefinite
Deed Information	Password Protected Computer system, Locked filing cabinet, deed register book in locked cupboards	To comply with Burial Law	Indefinite
Purchased Graves	Password Protected Computer system,	To comply with Burial Law	Indefinite, to renew after 10 years

	Locked filing cabinet, register book in locked cupboards		
Memorials- Permission to erect Forms	Password Protected Computer system, Locked filing cabinet, deed register book in locked cupboards Computer system,	To comply with regulations	Indefinite
<b>FINANCE DATA</b>			
Statements	Online Password Protected Computer, accounts file	To carry out ATC financial responsibilities	Last Completed Audit Year
Invoices	Accounts file in locked cupboards	To carry out ATC financial responsibilities	6 years
Audited Accounts	Accounts files in locked cupboards, website	To carry out ATC financial responsibilities	6 years
Paying in Book	In office in locked cupboards	To carry out ATC financial responsibilities	6 years
Cheque stubs	In office in locked filing cabinet	To carry out ATC financial responsibilities	6 years
VAT Claims	Finance filing in locked cupboards, finance software on Password Protected Computer,	To carry out ATC financial responsibilities	6 years
Investments	ATC currently have no investments		
Leases	In locked Filing cabinet, Password	Transparency	Indefinite

	Protected computer system		
<b>STAFFING DATA</b>			
Payroll	In locked Filing cabinet	Audit trail	12 years
Bank Details	In locked Filing cabinet	For payroll purposes	
Addresses	In locked Filing cabinet, Password Protected computer system	For personnel reasons	
Timesheets	In locked Filing cabinet,	Personnel reasons	Last completed audit 3 years
<b>CONTRACTUAL DATA</b>			
Quotations / Tenders	In locked Filing cabinet, Password Protected computer system	Transparency	Indefinite
Awarded Contracts	In locked Filing cabinet, Password Protected computer system	Transparency	Indefinite
<b>HEALTH AND SAFETY</b>			
Play Area Inspections	Filing cabinet, Password Protected computer system	Record management	Indefinite
Accidents/Incidents	In locked Filing cabinet, Password Protected computer system	Record management	Indefinite
<b>OFFICE DATA</b>			
Minute Books	Office	Administrative assistance	Indefinite
Fees and Charges Info	Computer	Record	6 years

	system	management	
Insurances	Computer system, filing cabinet	To adhere to legal regulation	While valid
<b>ALLOTMENTS</b>			
Names and Addresses	ATC does not currently hold this information	Administered by a dedicated association	
Contact Information	ATC does not currently hold this information	Administered by a dedicated association	
<b>COUNCILLORS</b>			
Names and Addresses	Password Protected computers, website, In locked filing cabinet		
Contact Info	Password Protected computers, website, In locked filing cabinet		
<b>PUBLIC CIRCULATION LIST</b>			
Email addresses	Password Protected computer system	ATC has one public circulation list that has contact info of those who have requested to be kept up to date with Full Council agendas	Contacts can be removed at any time at their request