

Asset Name

Minutes (Approved)

Agenda & Packs

Finance Ledger & Bank Reconciliations

Payroll & Pensions

Staff HR Files

Cemetery / Burial Records

Planning Comments Log

FOI/EIR Request Log

Complaints Register

Grants & Donations (incl. s137)

Newsletter / Mailing List

Description / Purpose

Legal record of council decisions; published on website.

Papers supporting meetings; enable decision-making and transparency.

Statutory accounting records and monthly bank recs.

Staff payments, HMRC and pension administration.

Employment contracts, appraisal, training, and absence records.

Registers, exclusive rights of burial, interments, deeds.

Record of council submissions to LPA on planning apps.

Tracking statutory requests and disclosures.

Record of formal complaints and outcomes.

Assessment of grant applications and awards.

Email communications to subscribers.

Lawful Basis (Art.6)	Special Category? (Art.9)
Public Task (e)	No
Public Task (e)	No
Legal Obligation (c)	No
Legal Obligation (c)	Yes (limited employment data)
Legal Obligation (c) / Contract (b)	Yes (health data)
Public Task (e) / Legal Obligation (c)	Yes (religion may be inferred)
Public Task (e)	No
Legal Obligation (c) / Public Task (e)	Possible (rare)
Public Task (e) / Legal Obligation (c)	May include health/ethnicity (redact)
Public Task (e) / Legal Obligation (c)	No
Consent (a)	No

Data Subjects	Typical Data Items
Residents, Councillors, Officers	Names, decisions, votes, apologies
Councillors, Officers, Residents	Reports, options, addresses (redacted if personal)
Suppliers, Councillors, Staff	Invoices, bank details, amounts, VAT
Staff	NI, salary, tax, pension IDs
Staff	Contact details, performance notes, sickness
Deed holders, Families	Names, addresses, grave location, dates
Applicants (indirect)	Application refs, comments (redacted)
Requesters	Name, contact, request scope, response
Residents, Service Users	Name, contact, issue, outcome
Applicants	Org details, contacts, bank info, outcomes
Subscribers	Name, email, preferences

System / Location

O365 SharePoint: /Governance/Minutes; Website CMS

O365 SharePoint: /Governance/Agendas; Website CMS

Finance System (Rialtas); SharePoint /Finance/Recs

One drive:/General/Payroll CONFIDENTIAL

One drive:/General/Payroll CONFIDENTIAL

One drive:/General/Cemetery

One drive:/General/Planning

One drive:/General/GDPR FOI ICO

One drive:/General/GDPR FOI ICO

One drive:/General/Grants

Sign up via website

Controller / Processor	Access (roles)
Controller: Council; Processor: Eyelid	Clerk (edit), Councillors (RO)
Controller: Council; Processor: Eyelid	Clerk (edit), Councillors (RO)
Controller: Council; Processor: EDGE IT Ltd	Clerk (edit), Internal Auditor (RO)
Controller: Council; Processor: PayrollCo Ltd	Clerk (edit), Chair (RO)
Controller: Council	Clerk (edit), Chair (RO)
Controller: Council	Clerk (edit)
Controller: Council	Clerk (edit)
Controller: Council	Clerk (edit), Chair (RO)
Controller: Council	Clerk (edit), Chair (RO)
Controller: Council	Clerk (edit)
Controller: Council; Processor: Eyelid	Clerk (edit)

Shared with / Third Parties

Public via website

Public via website

Internal auditor (view), External auditor on request

PayrollCo Ltd; HMRC; Pension Fund

None (except HR advisors if engaged)

Funeral directors (limited), Stonemasons (limited)

Local Planning Authority (public portal)

ICO (if complaints); public (selected disclosures)

Ombudsman (if escalated)

External auditor (evidence)

Unsubscribed users removed; no sharing

Retention Rule

Permanent (archive); website copy kept indefinitely

6 years + current financial year

6 years after tax year end

6 years after employment ends

Registers permanent; applications 15 years

3 years

3 years from closure

6 years from closure

6 years

Until consent withdrawn or 24 months of inactivity

Security Controls

Website uses HTTPS; SharePoint MFA
Redaction checklist; access control groups
Dual auth for banking; least-privilege access
Encrypted portal; MFA; secure email policy
Restricted folder; access by role; audit log
Record of processing; secure cabinet for originals
Redaction step before publishing
Response templates; 20WD tracker
Need-to-know access; redaction policy
Bank detail handling protocol; template forms
Double opt-in; unsubscribe link

Backup / Continuity	Responsible Owner
One drive cloud back up	Clerk
One drive cloud back up	Clerk
Daily cloud backup by vendor; quarterly offline export	Clerk
One drive cloud back up	Clerk
One drive cloud back up	Clerk
One drive cloud back up and monthly memory stick back up for burial spre	Clerk
one drive cloud back up	Clerk
one drive cloud back up	Clerk
one drive cloud back up	Clerk
one drive cloud back up	Clerk
backed up via website provider	Clerk

DPIA Required?	Last Review	Next Review	Risk Rating
No	04/03/2026	01/03/2027	Low
No	04/03/2026	01/03/2027	Medium
No	04/03/2026	01/03/2027	Medium
No	04/03/2026	01/03/2027	High
Yes (proportionate)	04/03/2026	01/03/2027	High
No	04/03/2026	01/03/2027	Medium
No	04/03/2026	01/03/2027	Low
No	04/03/2026	01/03/2027	Medium
No	04/03/2026	01/03/2027	High
No	04/03/2026	01/03/2027	Medium
No	04/03/2026	01/03/2027	Medium