

Data Protection Impact Assessment

01-Apr-25

| THIRD PARTY DATA ACCESS | | |
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| Data Category | Data Type | Third Parties with which data is shared |
| Staff | Employment contracts | External Professional Advisers |
| | Leave/sickness record | External Professional Advisers, HMRC |
| | Discipline/Grievance record | External Professional Advisers |
| | Next of Kin details | Not shared |
| | Accident/Injury record | External Professional Advisers |
| | Pension details | External Professional Advisers, HMRC |
| | PAYE | External Professional Advisers, HMRC |
| | Contact details | External Professional Advisers HMRC |
| | Bank details | Not shared |
| | Job applications | Not shared |
| | References | Not shared |
| | Staff Appraisals | External Professional Advisers in the event of dispute |
| | Performance Plans | External Professional Advisers in the event of dispute |
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| Third Parties | Address details | Public domain |
| Engagement & Contact | Email Addresses | Public domain |
| | Quotations | Public domain |
| | Contract of Engagement | Not shared |
| | Complaints | External Professional Advisers |
| | Freedom of Information requests | External Professional Advisers in the event of dispute |
| | Subject Access requests | External Professional Advisers in the event of dispute |
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| Third Parties | Digital or hard copy cashbooks | External Auditor/Internal Auditor |
| Audit | Bank Statements | External Auditor/Internal Auditor |
| | Investment Statements | External Auditor/Internal Auditor |
| | Cheque Books | External Auditor/Internal Auditor |
| | Electronic Payment records | External Auditor/Internal Auditor |

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| | VAT reports | External Auditor/Internal Auditor |
| | Standing Orders | Public domain |
| | Financial Regulations | Public domain |
| | External Auditor's Report | Public domain |
| | Council & Committee minutes (gen) | Public domain |
| | Corporate Governance Questionnaire | Public domain |
| | Purchase Orders | External Auditor/Internal Auditor |
| | Payment Invoices | External Auditor/Internal Auditor |
| | Payment & Salary Tester | External Auditor/Internal Auditor |
| | Grants & Donations | External Auditor/Internal Auditor |
| | Expense Claim forms | External Auditor/Internal Auditor |
| | Financial Risk Register | External Auditor/Internal Auditor |
| | Health & Safety Risk Register | External Auditor/Internal Auditor |
| | Operations Management Risk Register | External Auditor/Internal Auditor |
| | Insurance policy/policies | External Auditor/Internal Auditor |
| | Playground reports - Independent | Public domain/External Auditor/Internal Auditor |
| | Budget reports | External Auditor/Internal Auditor |
| | Precept determination budget | External Auditor/Internal Auditor |
| | Earmarked Reserve documentation | External Auditor/Internal Auditor |
| | Reserve Funds reports | External Auditor/Internal Auditor |
| | Variance reports | External Auditor/Internal Auditor |
| | Sales Ledger files | External Auditor/Internal Auditor |
| | Sales Receipts | External Auditor/Internal Auditor |
| | Paying In Books | External Auditor/Internal Auditor |
| | Sales Invoices | External Auditor/Internal Auditor |
| | Burials Register | External Auditor/Internal Auditor |
| | Memorials Register | External Auditor/Internal Auditor |
| | Allotments Register | External Auditor/Internal Auditor |
| | Lease Agreements | External Auditor/Internal Auditor |
| | Petty Cash reconciliations | External Auditor/Internal Auditor |
| | Petty Cash | External Auditor/Internal Auditor |
| | Petty Cash receipts | External Auditor/Internal Auditor |
| | Debit/Credit Card statements | External Auditor/Internal Auditor |
| | Staff establishment list | External Auditor/Internal Auditor |

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| | Staff contracts | External Auditor/Internal Auditor |
| | Staff Pay Award details | External Auditor/Internal Auditor |
| | Payroll reports | External Auditor/Internal Auditor |
| | HMRC RTI reports | External Auditor/Internal Auditor |
| | HMRC Tax Code documents | External Auditor/Internal Auditor |
| | Staff Pay Slips | External Auditor/Internal Auditor |
| | Time Sheets / Overtime Approval | External Auditor/Internal Auditor |
| | Pension Reports | HMRC/External Auditor/Internal Auditor |
| | Asset Register | External Auditor/Internal Auditor |
| | Loans acquired | External Auditor/Internal Auditor |
| | Loans issued | External Auditor/Internal Auditor |
| | Investments | External Auditor/Internal Auditor |
| | Bank reconciliations | External Auditor/Internal Auditor |
| | Investment Fund reconciliations | External Auditor/Internal Auditor |
| | Annual Analytical Review | External Auditor/Internal Auditor |
| | S.137 Reports | External Auditor/Internal Auditor |
| | Annual Return Data | External Auditor/Internal Auditor |
| | AGAR | Public domain/External Auditor/Internal Auditor |
| | Internal Audit Report | Public domain/External Auditor/Internal Auditor |