

Guist Parish Council Data Audit

Person completing the Data Audit: Sarah Hunt
Role: Clerk
Date: 11 th December 2024

What Data is held?	Where did the data come from?	Is the Data Sensitive? *	Has there been positive unambiguous consent? ie opt in consent	Why is it kept?	What is the legal basis for keeping it?	How long will the data be kept and is kept securely?	Is there a procedure for checking data accuracy?	Will the data be shared with anyone?	If the data is shared, has the external source confirmed its security procedures?	If the data is of high risk to individuals , is a further impact assessment needed?
Supplier Information and bank details	Supplier	No	No	To enable payment	Contractual necessity	Detailed on invoices.	Invoices issued to councillors with payment request.	Bank to enable payment.. Councillors to verify payment. Auditor with invoices.	No	No
Employee bank details	Employee	No	No	To enable payment	Contractual necessity	Saved on bank account only once internet banking approved. Council does not retain information.	No.	Bank to enable payment	No	No
Employee details	Employee	Yes	No - consent is not an appropriate legal basis to process personal data for staff	Necessary for office admin	Legal Obligation - comply with employment & equality law/report to HMRC	Kept securely by Clerk and not shared.	No	HMRC	No	No
Councillors names, add & contact details	Individual Councillors	No	Forms completed by all councillors giving permission for disclosure of any personal contact information	Communication	Legal Obligation To allow communication.	Whilst councillor is in post	Yes - annually	As agreed with councillor.	n/a	No

Electorol Roll	District Council	No	No	The purpose of parish council administration. eg, facilitating co-options (checking candidates are on the electoral roll).		File in clerks office	n/a	No	n/a	n/a
Volunteers	Volunteer	No	No	Communication	Public Interest	Locked cabinet and until volunteer leaves	No	No	n/a	n/a

* e.g. racial or ethnic origin, political opinions, sexual orientation, religious beliefs, trade union membership, physical or mental health or condition, sexual life or orientation, genetic data and biometric data

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Contact details of residents	Incoming communications	No	No	To keep record if relevant – can be shared with councillors or outside agencies.	discharge of councils statutory function and powers	Only shared on a need to know basis – deleted once no longer relevant	No	Councillors or outside agencies if necessary.	n/a	n/a
Contact details of External agency contacts	Incoming and outgoing communication	No	No	To undertake the work of the Council	Discharge of councils statutory function and powers	Only shared on a need to know basis – deleted once no longer relevant.	No	No	n/a	n/a