

Data Audit

Legislation: UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018

The purpose of a data audit is to find out what data Brympton Parish Council is processing, what is it used for, where it is located and who has access to it. It is an important step in assessing whether there are any risks in the type of processing the Council carries out.

Document	Personal detail held	Purpose	How is it held	Legal basis	Length of time to be held	Shared with	Purpose of sharing
Personnel – Staff							
Employment management docs: CV Contract Pension Appraisal	Address Date of birth Phone number Email address NI no. Employment history Next of kin 3rd Party reference: Phone no. Email address	Setting up and managing employment	Electronically Hard copy	Legal obligation (Limitation Act 1980 tbc)	6 years after employment has ceased.	Not shared	n/a
CVs for unsuccessful applicants	Address Date of birth Phone number Email address Employment history Next of kin 3rd Party reference: Phone no. Email address	Recruitment process	Electronically	Legal claim or discrimination protection vs. GDPR	6 months.	Not shared	n/a
Managing salaries and benefits	Bank account details Tax code Pension payments	Payment of salaries and benefits	Electronically	Legal requirement (HMRC)	3 years from the end of the tax year they relate to	Cllr bank mandate approvers	Multiple signatories for all bank payments

Brympton Parish Council

Serving our community

Clerk: Julie Ferguson E-mail: clerk@brymptonparishcouncil.gov.uk Tel: 01935 571008

Councillors							
Applications for co-option	Email address Phone no. Possibly personal circumstances	Cllrs consideration of a position on the Council.	Electronically	Public task	Not retained unless by mutual agreement for a period not exceeding 3 months	Cllrs	To consider application
Declaration of Interests	Pecuniary interests in the parish (inc. spouse/partner): Property, land, employment, business and membership interests	Legal requirement of holding public office.	Electronically Hard copy	Legal obligation (Localism Act 2011, UK GDPR, DPA 2018)	Whilst a serving Cllr	PC website SC website	Public information
Cllr contact details	Phone no. PC email address	Facilitate public contact of Cllrs	Electronically Website Newsletters Emails Noticeboards	Public task	Whilst a serving Cllr	PC website	Public relations
Correspondence							
Emails or letters from private individuals	Name Email address Phone numbers Address Personal issues	Various To request assistance where possible with parish related issues	Electronically	Public task	1 year or until task is completed	Cllrs Official SC channels	To assist with queries/signposting to other bodies
Grant applications	Name Address Email address Phone number Bank details Bank statements Associate members Business interests	Application process for validation of eligibility of grant for local benefit and to assist Cllrs considerations of award	Electronically Hard copy	Public task PC Policy requirement	Grant awarded – 7 years Grant not awarded – 1 year	Cllrs	To consider awarding of grant

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Lufton Community Hall bookings and queries (inc. payments)	Email address Phone number Address Bank details	Hallmaster s/w account manages bookings. PC require a returnable deposit to be held	Electronically	Public task PC approved hall management process.	Public hirers manage own account (retain or delete) after hire is complete. Bank details are not retained once deposit is returned	Bank details: Cllr bank mandate approvers	Multiple signatories for all bank payments
Members of the public (other than correspondence)							
Electoral Register	Name Address	Public duty	Electronically	Public task	Current year, until new register is received	Not shared, open to view only on request.	n/a
Meetings							
Minutes	Full Council and Committees	Record of decisions.	Electronically Hard copy	Legal obligation.	Indefinitely	PC website Noticeboards PC Cloud	Public information
Contractors/Procurement							
Quotes and tenders	Name Address Email address Phone no. Business details Bank details	To demonstrate best value and a fair procurement process for work required in the parish	Electronically	Audit and legal compliance for VAT and dispute purpose	6 years from quote date or conclusion of contract	Cllrs	To enable decision making process

Review

This document will be kept under review and updated as required, at least annually.