

DRY DRAYTON PARISH COUNCIL

DATA AUDIT (FOR GDPR)

Review all your databases, email lists, spreadsheets, paper documents and other lists of personal data. If there are any issues, identify what you need to do. If action is not clear, then highlight questions needing further insight. New consent forms, privacy notices, and new or revised policies or procedures may need to be implemented to ensure compliance with GDPR.

Description	Why is the data held and what is it used for	Basis for processing data (e.g. consent, legal obligation etc)	Who holds the data and who can access it?	What security controls are in place?	How long is data kept for?	Is this covered by our privacy notice?	ACTION REQUIRED
Minutes	For information for parishioners	Legal obligation	Parish Clerk files (at home); village noticeboards and Parish Council website - accessible to all	None required	Indefinitely	Yes	None (but continue to leave out names of public who contribute at meetings)
Employee records (one – Parish Clerk)	As a record; also used for financial purposes (annual return & audit)	Legal obligation (audit)	Parish Clerk; published in minutes for transparency	Normal household & PC security	Indefinitely	Yes	None
Invoices	As a record; for financial purposes (annual return & audit)	Legal obligation (audit)	Parish Clerk; internal auditor for purpose of auditing Parish Council's annual return	Reasonable household & PC security	Indefinitely	No	None

Planning Applications	For discussion at Parish Council meetings	Part of planning (consultation) process	Parish Clerk & Chairman: Councillors can view it before or during meetings; also available on South Cambridgeshire District Council website	Reasonable household & PC security	Until it has been discussed at a Parish Council meeting	Yes	Planning applications to be disposed of by Clerk and Chairman after meeting; any info with personal data shredded; Clerk to keep copy of comments on PC file, to be tidied at regular intervals; contentious applications to be kept on file for reasonable period
Emails from residents; and email addresses	For discussion at Parish Council meetings; as a record	For information; for discussion	Parish Clerk and Councillors	Reasonable household and PC (password-protected) security	Six months	Yes	Parish Clerk and Councillors: tidy emails at regular intervals (e.g. six months); if relevant, keep email on record for reasonable period, requesting consent if required; delete email addresses at reasonable intervals (every six months)

Correspondence from parishioners	For discussion at meetings	Part of Parish Council activity	Parish Clerk and Councillors only	Reasonable household and PC security	Six months	Yes	Parish Clerk and Councillors: tidy at regular intervals (e.g. six months); if relevant, keep on record for reasonable period, requesting consent if required; clear files & shred personal data at reasonable intervals (once annually)
General correspondence (from South Cambs District Council; County Council etc)	For information; for discussion at meetings; if it contains important or useful information that might be required in the future	Part of Parish Council day-to-day activity	Parish Clerk and Councillors only	Reasonable household and PC security	Parish Clerk keeps minimum paperwork on file	No	None – no personal data included
Insurance documents	For information and as a record	Important record	Parish Clerk and Councillors	Reasonable household and PC security	Until superseded by new insurance policy paperwork	No	None – no personal data included

Audit updated by Parish Clerk, April 2019
Reviewed December 2020