

SILEBY PARISH COUNCIL DATA AUDIT

Person completing the Data Audit:
Role:
Telephone No:
Email:

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?
Maintenance Contractor and bank details	Contractor	No	No	To enable payment	Contractual necessity	Locked in cabinet until contract ends	No	Natwest Bank to enable payment	No - need confirmation of this	No
Employee bank details	Employee	No	No	To enable payment	Contractual necessity	Password protected and locked in cabinet until contract ends	Yes at annual appraisal	Natwest Bank to enable payment	No - need confirmation of this	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	Password protected and locked in cabinet until contract ends	Yes at annual appraisal	Payroll & Pension Providers and HMRC	No - need confirmation of this	No
Councillors names, add & contact details	Individual Councillors	No	No - consent is not an appropriate legal basis to process personal data for councillors	Communication	Legal Obligation (discharge of councils statutory functions & powers)	Whilst councillor is in post	Yes - annually	Residents	n/a	n/a
Contact details of allotment holders	Allotment Tenant	No	No	Communication / to collect rent	Performance of contract legal obligation (discharge of councils statutory function and powers)	Until allotment plot contract is relinquished	Yes - annually on payment of rent	No	n/a	n/a

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Contact details of garage ground rent holders	Garage Ground Rent Tenant	No	No	Communication / to collect rent	Contractual necessity	Until garage contract is relinquished	Yes - annually on payment of rent	No	n/a	n/a
Contact details of residents on allotment waiting list	Prospective Tenant	No	No	To keep a record of demand	Performance of contract legal obligation (discharge of councils statutory function and powers)	Until allocated an allotment plot	No	No	n/a	n/a
Contact details of residents on garage waiting list	Prospective Tenant	No	No	To keep a record of demand	Contractual necessity	Until allocated a garage ground plot	No	No	n/a	n/a
Names & addresses of burial plot owners	Individual - Burial Plot Owner	no	no	To maintain complete burial records	Legal Obligation (discharge of councils statutory functions & powers)	Indefinitely - locked in cabinet and password protected	No	No	No, need confirmation of this	n/a
Contact Details - Community Centre Users	Individual CC User	No	No	Communication / to collect rent	Contractual necessity	Until end of booking / contract	Yes - annually on new contract	No	n/a	n/a
Contact Details - Pavilion Users	Individual Pavilion User	No	No	Communication / to collect rent	Contractual necessity	Until end of booking / contract	Yes - annually on new contract	No	n/a	n/a

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Electorol Roll	District Council	No	No	The purpose of parish council administration. eg, facilitating co-options (checking candidates are on the electoral roll), and to confirm that a resident wishing to purchase a plot in the cemetery is actually a resident (higher fee for non-residents)		Locked cabinet	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