



## Quarnford Parish Council Data Audit Template

This data audit details what data the council holds, how it is used, the basis for its retention and security provision in place for the data.

### Council members

| <b>Personal Data Processed</b> | <b>Purpose of Processing</b> | <b>How Processed</b>                             | <b>Lawful Basis</b> | <b>How Stored</b>                                                      | <b>Security/Access</b>      | <b>Action Required</b>                        |
|--------------------------------|------------------------------|--------------------------------------------------|---------------------|------------------------------------------------------------------------|-----------------------------|-----------------------------------------------|
| Register of interests          | Legal requirement            | Displayed on website; sent to monitoring officer | Legal Obligation    | Electronically, password protected.<br><br>Paper in secure storage.    | Clerk holds key / passwords | Ensure only holding current councillors' data |
| Contact information            | Admin of council             | Held by clerk for admin duties                   | Public Task         | Electronically, password protected.<br><br>Paper in secure storage.    | Clerk holds key / passwords | Ensure only holding current councillors' data |
| Councillors' names in minutes  | Legal requirement            | Appears in minutes                               | Legal Obligation    | Electronically and paper; publicly accessible on website, minute book. | Public access               | None                                          |
| Telephone numbers              | Communication with residents | Appear on Annual Report and website              | Public Task         | Electronically; publicly accessible                                    | Public access               | None                                          |



## EMPLOYEES

| Personal Data Processed     | Purpose of Processing | How Processed                | Lawful Basis     | How Stored                                                          | Security/Access | Action Required                                                                 |
|-----------------------------|-----------------------|------------------------------|------------------|---------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------|
| Personal details            | Legal obligation      | HMRC/pension, payroll        | Legal Obligation | Electronically, password protected.<br><br>Paper in secure storage. | Clerk holds key | Ensure former employees' data only retained for legislative maximum time        |
| Employment details/contract | Legal obligation      | Payroll                      | Legal Obligation | Electronically, password protected.<br><br>Paper in secure storage. | Clerk holds key | Ensure former employees' information only retained for legislative maximum time |
| Bank details                | Process payroll       | Input for electronic banking | Legal Obligation | Electronically, password protected.<br><br>Paper in secure storage. | Clerk holds key | Ensure only holding current employees' data                                     |



## ELECTORS / PARISHIONERS

| <b>Personal Data Processed</b> | <b>Purpose of Processing</b>         | <b>How Processed</b>                                    | <b>Lawful Basis</b> | <b>How Stored</b>                                                                                      | <b>Security/Access</b>                         | <b>Action Required</b>                                               |
|--------------------------------|--------------------------------------|---------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------------------------|
| E-mail addresses               | Communication with PC                | Used to communicate response                            | Public Task         | Stored until matter dealt with.<br>Electronically, password protected.<br><br>Paper in secure storage. | Electronically on password protected computer. | State what e-mail address will be used for in reply (Privacy Notice) |
| Letters - contact details      | Communication with PC                | Used to communicate response                            | Public Task         | Stored until matter dealt with,<br>Electronically, password protected.<br><br>Paper in secure storage. | Paper in locked storage; clerk holds key       | None                                                                 |
| Planning applications          | Statutory consultee/legal obligation | Used solely to aid response to Local Planning Authority | Public Task         | Not stored (accessed via planning portal)                                                              | Public access                                  | None                                                                 |
| Address and telephone number   | Communication with PC                | Used to communicate                                     | Public Task         | Stored until matter dealt with,<br>Electronically, password protected.<br><br>Paper in secure storage. | Electronically on password protected computer  | None                                                                 |



## DONATIONS

| Personal Data Processed  | Purpose of Processing                 | How Processed                                    | Lawful Basis | How Stored                                                          | Security/Access             | Action Required |
|--------------------------|---------------------------------------|--------------------------------------------------|--------------|---------------------------------------------------------------------|-----------------------------|-----------------|
| Names, addresses, e-mail | Processing donation by parish council | Used to respond to and process grant application | Public Task  | Electronically, password protected.<br><br>Paper in secure storage. | Clerk holds key / passwords | None            |

## CONTRACTS & FINANCE

| Personal Data Processed            | Purpose of Processing                              | How Processed                                      | Lawful Basis          | How Stored                                                                                                                | Security/Access | Action Required                                    |
|------------------------------------|----------------------------------------------------|----------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------|
| Names, addresses, e-mail           | Correspond with contractor and administer contract | Correspond with contractor and administer contract | Contractual necessity | Held in line with statutory requirements and retention policy; paper in locked cabinet; electronically password protected | Clerk holds key | None                                               |
| Supplier and Customer Bank Details | Financial transactions                             | Used in banking and financial software.            | Contractual necessity | Held in line with statutory requirements and retention policy; paper in locked cabinet; electronically password protected | Clerk holds key | Redact invoices if required for public inspection. |



### CUSTOMERS (Village Hall/ Events/Community centre, etc...)

| Personal Data Processed                 | Purpose of Processing                              | How Processed                                      | Lawful Basis          | How Stored                                                                                                                | Security/Access | Action Required |
|-----------------------------------------|----------------------------------------------------|----------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|
| Names, addresses, e-mail. Payment data. | Correspond with contractor and administer contract | Correspond with contractor and administer contract | Contractual necessity | Held in line with statutory requirements and retention policy; paper in locked cabinet; electronically password protected | Clerk holds key | None            |

DRAFT May 2026

Next Review May 2027