PARISH DATA AUDIT

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.

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| **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** |
| Electoral Role | Providing public service/statistics | Obligation | Clerk | Scanned to password protected computer | 1 year | Yes | Shred paper copy, dispose securely. |
| Emergency Plan | To provide a plan in case of an emergency | Obligation | Clerk/all members/Village Hall/Website |  | Reviewed yearly | Yes | Keep data up to date and accurate |
| Online Planning applications | Providing a public service | Obligation | Clerk | Saved to password protected computer.  | Used at one meeting then deleted | Yes | None |
| Councillor contact details | Communication | Obligation | Clerk/All Councillors | Saved to password protected computer. Paper copy locked in secure cabinet | Until Councillor stands down | Yes | Dispose securely |
| Donations from public | Invoicing purposes | Financial | Clerk | Saved to password protected computer. Paper copy locked in secure cabinet | 7 years | Yes | Dispose securely |
| Business advertising fees | Invoicing purposes | Financial | Clerk | Saved to password protected computer. Paper copy locked in secure cabinet | 7 years | Yes | Dispose securely |