

# GREAT CASTERTON PARISH COUNCIL

Person Completing the Audit: D.C.Patience

Role: Parish Clerk

Telephone Number: 01780 753066

Email: clerk@greatcastertonpc.org.uk

What Data is held?	Where did data come from?	Is the data sensitive? *	Has there been positive unambiguous consent? (i.e. opt-in consent).	Why is it kept?	What is the legal basis for keeping it?	How long will the data be kept and is it 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 Data Impact Assessment needed?
Maintenance contractor's bank details and qualifications	Contractor	No	No	To enable payment	Contractual necessity	On PC's laptop computer, password protected, until contract ends.	Yes - annual	No	N/A	N/A
Councillors' names addresses, email addresses	Individual Councillors	No	No. Consent is not an appropriate legal basis to process personal data for staff or councillors	Communication	Legal obligation (discharge of council's statutory functions and powers)	Password protected until end of term	Yes - annually	No	N/A	N/A
Names and contact details of Council volunteers	Individual	No	Yes (see consent form)	Communication	Consent Legal obligation (discharge of council's statutory functions and powers)	Password protection, until resignation	Yes - annually	No	N/A	N/A
Employee Details	Employee	Yes	No. Consent is not an appropriate legal basis to process personal data for staff or councillors	Necessary for office administration	Legal obligation - comply with employment and equality law/report to HMRC Performance of contract	Passsword protected and kept until employees leaves post	Yes - at annual appraisal	No	N/A	N/A