

## Data Audit for Illston on the Hill Parish Council

Person completing the audit: Karen Bullough

Role: Clerk

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What Data is held?	Where did data come from?	Is the data sensitive?	Has there been positive unambiguous 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?
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	Password protected and kept until employee leaves post.	NA	Payroll provider/ HMRC	Yes	no
Newsletter mailing list	Individual	No	Yes	Communication	Consent	Password protected	Yes – annual request for information to be verified	No	NA	NA
Councillors' names, 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	NA	NA