

COMBERTON PARISH COUNCIL DATA AUDIT



What Data is held?	Where did the 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 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	Unity Bank to enable payment	n/a	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	Unity Bank to enable payment	n/a	No
Employee details	Employee	Yes	No - consent is not an appropriate legal basis to process personal data	Necessary for office	comply with employment & equality law/report to HMRC			Payroll & Pension Providers and HMRC	n/a	No
Councillors names, add & contact details	Individual Councillors	No		Communication	(discharge of councils statutory functions & powers)	Whilst councillor is in post	Yes - annually	Residents	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
Electoral Roll	SCDC	No	No	The purpose of parish council administration.		Locked cabinet	n/a	n/a	N/A	n/a
Volunteers	Volunteer	No	No	Communication	Public Interest	Locked cabinet and until volunteer leaves	No	No	n/a	n/a

Last updated February 2022