

Little Waltham Parish Council Data Audit

- A. This Audit is to assist the Parish Council in complying with its record keeping obligations under the GDPR.
- B. This questionnaire is designed to help the Parish Council to audit their personal data. It is important that councillors and staff complete this form as comprehensively as possible. The purpose of a data audit is to find out what data the council is processing, what it is used for, where it is located and who has access to it. It is an important step in assessing whether there are any risks in the type of processing the council carries out. For example, if the council processes a large amount of sensitive personal data but has no access controls in place restricting who can see or use the data, that is a security risk which needs to be fixed. Without carrying out an audit a council may not know what risks it currently has with data.
- C. The generic phrase “council” has been used to refer to the data controller (see glossary below) using the questionnaire.
- D. Glossary
- **"Personal Data"** is any information about a living person which can identify them. This is not just someone's name and address but any information which can identify them (directly or indirectly). For example, a phone number or email address is personal data. Any other contact information or a person's employment history, or credit history are all personal data.
 - **"Data controller"** is the person or organisation who determines the how and what of data processing.
 - **"Data processor"** is the person or firm that processes the data on behalf of the controller.
 - **"Data subject"** is the person about whom personal data is processed.
 - **"Processing"** personal data means storing or deleting any personal data on a computer, database or some manual files (e.g. HR, allotment tenancy files or invoices with contractor payment details). The word 'processing' also covers selecting a name for a mailing list, or reading it off a screen during a call. It includes transferring and altering data. Indeed, practically anything done to personal data constitutes processing.
 - **"Sensitive personal data or special categories of personal data"** are any of the following types of personal data about a data subject: racial or ethnic origin; political opinions; religious beliefs; trade union membership; physical or mental health or condition; sexual life or orientation; genetic data; and biometric data.

Part A: YOUR INFORMATION		
1.	1. Person completing questionnaire a) Name. b) Role. c) Telephone number. d) Email.	a) Suzanne Walker b) Clerk c) 01376 3311251 d) clerk@littlewaltham.org.uk
2.	Data controller (e.g. name of local council or parish meeting)	Little Waltham Parish Council
3.	Date you completed this questionnaire	13/1/23

Part B: COMMUNICATING PERSONAL DATA	
<p>4.</p> <p>This section relates to communications with councillors, staff and local residents (including mailing lists) general public.</p> <p><u>a) What type of personal data does the council keep?</u> e.g. name, contact details such as bank details.</p> <p><u>b) Where does the council get the personal data from?</u> e.g. staff, residents, other local authorities, charities and sports clubs, community groups, recruitment agencies.</p> <p><u>c) Why does the council collect or process the data – what does the council do with the personal data?</u> For purposes relating to: e.g. local resident concerns, management of council facilities, services and staff, contract management, performance of statutory functions. [Please list all reasons].</p>	<p>a) Type of personal data Names, addresses, phone no. email addresses, bank details, NI no. DOB, payroll and pension information, personnel records, medical information in case of sick leave.</p> <p>b) Where does the council get the personal data from Employees, Councillors, other local authorities, employees medical practitioner, residents, contractors, magazine advertisers, local community groups, community volunteers including those from the speed watch group, allotment holders and those on allotment list</p> <p>c) Why does the council collect/process the data and what does it do with it. Employees – legal obligation in complying with taxation requirements of HMRC and Pension requirements of LGPS, paying salaries and employment law . Councillors – in performance of statutory functions – certain contact data made available in the public domain and register of interests</p>

	<p><u>d) Who does the council disclose personal data to?</u> E.g. the public, councillors, staff and contractors carrying out the work of the council, pension providers, HMRC, credit reference agencies, recruitment agencies, prospective employers</p> <p><u>e) Do the council or parish meeting minutes contain personal data?</u></p>	<p>requires certain data to be disclosed. Contractors, magazine advertisers, local community groups and community volunteers – public interest – public authority carrying out functions and managing assets and producing magazine Allotments – statutory requirement to manage allotments Residents – responding to questions and concerns raised by residents.</p> <p>d) Who does council disclose personal data to Employees – External payroll provider, HMRC, Essex Pension fund. In the event of a reference request previous, prospective employers, Parish Council's insurers Councillors – contact information made available on website, in magazine and on noticeboards and register of interest lodged with the City Council. Contributors to magazine – within the magazine which is also published on the website Contractors – information on payments is contained within the Council's accounts which are made public. Residents – information made available to Councillors to carry out their duties.</p> <p>e) Do the council or parish meeting minutes contain personal data? The minutes of Parish Council meetings contain the names of Councillors and the</p>
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	<p><u>f) Does the council ever send personal data overseas and if so where to and to which organisation? This might include overseas companies providing database or email services.</u> <u>e.g. do any of your suppliers use 'cloud storage' and if so do you know where the personal data is located?</u></p> <p><u>g) Does the council collect any sensitive personal data?</u> see definition above. <u>h) If so for what reason?</u> e.g. for safeguarding compliance; physical or mental health data relating to staff; racial and ethnic origin relating to equal opportunities monitoring.</p>	<p>Clerk but do not contain the names of residents in attendance. Payments of salaries in the minutes are labelled generically so as not to identify employees. Contractors are named where payments are made to them. In the case of personnel issues any discussion at meetings will be in a meeting or section of a meeting where the public are excluded. The wording in the minutes is limited to the recording of decisions.</p> <p>f) Does the council ever send personal data overseas and if so where to and to which organisation? This might include overseas companies providing database or email services. The new Parish Council wordpress website is hosted by Heart internet which is a UK based company. No information is sent abroad.</p> <p>g) Does the Council collect any sensitive personal data The register of interests does include a request for certain sensitive data such as membership of political parties and Trade Unions – this is permitted under the heading of 'substantial public interest'</p>
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Part C: SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH	
<p>5.</p> <p>About individuals or representatives of organisations which supply us with services such as for council repairs, or with whom we are in contact</p> <p>a) Who does the council keep personal data about? e.g. tradesman, recruitment agencies, surveyors, architects, builders, suppliers, advisers, payroll processors.</p> <p><u>b) What type of personal data does the council keep?</u> e.g. name, contact details, qualifications, financial details, details of certificates and diplomas, education and skills.</p> <p><u>c) Where does the council get the data from? e.g. the individuals, suppliers.</u></p> <p><u>d) Why does the council collect or process the data?</u> e.g. council property maintenance and repairs and management of council facilities, pay and manage staff.</p>	<p>a) Who does the Council keep personal data about Tradesman - handyman, grass cutting, builders, gardeners. Solicitors, Surveyors, external payroll provider, suppliers including play companies, tree surgeons, general suppliers (e.g. bins) advertisers for magazine</p> <p>b) What type of personal data does the council keep Name, contact details, insurance details to show risk assessed in case of manual contractors.</p> <p>c) Where does the council get the data from From the suppliers or individuals (if sole trader/partnership)</p> <p>d) Why does the council collect/process the data For the proper management of Council facilities, to acquire supplies to enable the Parish Council to function, to pay and manage staff in accordance with legal requirements.</p>

Part D: GENERAL QUESTIONS ABOUT PERSONAL DATA		
6.	<p>a) How <u>does the council</u> store the personal data collected?</p> <p>b)</p> <p>c) <u>Does the council</u> take any steps to prevent unauthorised use of or access to personal data or against accidental loss, destruction or damage? If so, what?</p> <p>d) How <u>does the council</u> manage access to data</p> <p>e) What is the process involved in giving access to staff or councillors?</p>	<p>a) Data is stored on the Parish Council laptop kept by the Clerk. The laptop is password protected as is the email account. The data is backed up onto the OneDrive cloud storage area which is password protected. The Clerk can access emails from her phone but it is PIN protected. Hard copy data is kept in a 2-drawer lockable filing cabinet in the Clerk's home office. Archived hard copy data is kept in a four-drawer lockable filing cabinet kept in the Parish Council's secure storage unit (Titan Storage)</p> <p>b) Laptop password protected and data backed up Paperwork kept in secure locked environment</p> <p>c) Only the Clerk has day to day access to the data</p> <p>d) Councillors receive information via email and sign a document to confirm their cyber security.</p>
7.	<p>a) Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.</p>	<p>When advertisers renew their adverts they are sent a form asking for confirmation of up to date contact information.</p> <p>Allotment holders receive a letter on an annual basis to request rent payment and</p>

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		request any update to their personal details.
8.	<p>a) Who has access to / is provided with the personal data (internally and externally)?</p> <p>b) Is there an authorisation procedure for accessing personal data? If so, please provide details.</p>	<p>a) The Clerk has day to day access to the data. External payroll provider will deal with payroll issues. The internal and external auditors view financial information</p> <p>b) Computer password protected</p>
9.	Does the council provide a copy of all existing privacy notices?	Yes and privacy notice also available on the website for all to see.
10.	So far as the council is aware, has any personal data which was gathered for one purpose been used for another purpose (e.g. communicating council news?) If so, please provide details.	No
11.	Does the council have any policies, processes or procedures to check the accuracy of personal data?	Yes, a Data protection policy has been approved and will be reviewed at each annual meeting.
12.	<p>a) In the event of a data security breach occurring, does the council have in place processes or procedures to be followed?</p> <p>b) What are these?</p>	Contained in data protection policy
13.	<p>a) If someone asks for a copy of personal data that the council holds about them, i.e. they make a 'subject access request', is there a procedure for handling such a request?</p> <p>b) Is this procedure contained in a written document?</p>	Contained in data protection policy
14.	Does the council have an internal record of the consents which the council has relied upon for processing activities? e.g. to send council newsletters to residents	Not applicable as magazine sent out to each and every house in parish and no addressed/names included Volunteers from speed watch have signed a consent to share their email addresses within the group to enable easy communication as have certain allotment holders. Those on the defibrillator inspection rota have signed a

		consent form for their names and a phone number to be shared with those on the rota.
15.	<p>a) Are cookies used on our council website?</p> <p>b) Does the council provide information about the cookies used and why they are used?</p> <p>c) Does the council keep a record of the consents provided by users to the cookies?</p> <p>d) Does the council allow individuals to refuse to give consent?</p>	The Wordpress website does contain cookies for ease of use by users. There is a Cookie consent that appears to users when they visit the site, advising them of the use of the cookies and providing an option to refuse consent.
16.	Does the council have website privacy notices and privacy policies?	Yes, there is a specific area on the website headed 'Your Privacy' where such information may be viewed.
17.	<p>a) What data protection training do staff (e.g. council administrator, hall bookings secretary) and councillors receive?</p> <p>b) What does the training involve?</p>	Councillors have received briefings at Parish Council meetings and information cards and signposted to other sources of training such as the ICO website
18.	<p>a) Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date?</p> <p>b) If so, how regularly are these activities carried out?</p>	Contained in Data Protection Policy
19.	<p>a) What does the council do about archiving, retention or deletion of personal data?</p> <p>b) How long is personal data kept before being destroyed or archived?</p> <p>c) Who authorises destruction and archiving?</p>	Clerk reviews records on an annual basis and will store or destroy data strictly in accordance with document management policy which has been approved by Parish Council and reviewed
Part E MONITORING		
20.	<p>a) Please identify any monitoring of the following systems that takes place. 'Monitoring' includes all monitoring of systems including intercepting, blocking, recording or otherwise accessing systems whether on a full-time or occasional basis. The systems are:</p> <p>(i) computer networks and connections</p> <p>(ii) CCTV and access control systems</p> <p>(iii) communications systems (e.g. intercom, public address systems, radios, walkie-talkies)</p> <p>(iv) remote access systems</p>	<p>The Parish Council laptop is protected by McAfee security virus scanner. The Parish Council does not have CCTV or other monitoring devices.</p> <p>The parish Council phone has an answer phone which is reviewed on a daily basis by the Clerk and messages are deleted on at least a weekly basis. As the Clerk works in a home officer environment in a separate room no other</p>

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	<p>(v) email and instant messaging systems</p> <p>(vi) telephones, voicemail, mobile phone records</p> <p>b) Does the council have notices, policies or procedures relevant to this monitoring?</p>	<p>person can hear the messages.</p> <p>N/A</p>
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