Uttoxeter Rural Parish Council Data Audit Template

This data audit details what data the council holds, how it is used, the basis for its retention and security provision in place for the data.

Council members

Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis	How Stored	Security/Access	Action Required
Register of interests	Legal requirement	Displayed on website; sent to monitoring officer	Legal Obligation	Electronically, password protected. Paper in secure storage.	Clerk holds key / passwords	Ensure only holding current councillors' data
Contact information	Admin of council	Held by clerk for admin duties	Public Task	Electronically, password protected. Paper in secure storage.	Clerk holds key / passwords	Ensure only holding current councillors' data
Councillors' names in minutes	Legal requirement	Appears in minutes	Legal Obligation	Electronically and paper; publicly accessible on website, minute book.	Public access	None
Telephone numbers	Communication with residents	Appear on Annual Report and website	Public Task	Electronically; publicly accessible	Public access	None

EMPLOYEES

Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis	How Stored	Security/Access	Action Required
Personal details	Legal obligation	HMRC/pension, payroll	Legal Obligation	Electronically, password protected. Paper in secure storage.	Clerk holds key	Ensure former employees' data only retained for legislative maximum time
Employment details/contract	Legal obligation	Payroll	Legal Obligation	Electronically, password protected. Paper in secure storage.	Clerk holds key	Ensure former employees' information only retained for legislative maximum time
Bank details	Process payroll	Input for electronic banking	Legal Obligation	Electronically, password protected. Paper in secure storage.	Clerk holds key	Ensure only holding current employees' data

ELECTORS / PARISHIONERS

Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis	How Stored	Security/Access	Action Required
E-mail addresses	Communication with PC	Used to communicate response	Public Task	Stored until matter dealt with. Electronically, password protected. Paper in secure storage.	Electronically on password protected computer.	State what e-mail address will be used for in reply (Privacy Notice)
Letters - contact details	Communication with PC	Used to communicate response	Public Task	Stored until matter dealt with, Electronically, password protected. Paper in secure storage.	Paper in locked storage; clerk holds key	None
Planning applications	Statutory consultee/legal obligation	Used solely to aid response to Local Planning Authority	Public Task	Not stored (accessed via planning portal)	Public access	None
Address and telephone number	Communication with PC	Used to communicate	Public Task	Stored until matter dealt with, Electronically, password protected. Paper in secure storage.	Electronically on password protected computer	None

DONATIONS

Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis	How Stored	Security/Access	Action Required
Names, addresses, e-mail	Processing donation by parish council	Used to respond to and process grant application	Public Task	Electronically, password protected. Paper in secure storage.	Clerk holds key / passwords	None

CONTRACTS & FINANCE

Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis	How Stored	Security/Access	Action Required
Names, addresses, e-mail	Correspond with contractor and administer contract	Correspond with contractor and administer contract	Contractual necessity	Held in line with statutory requirements and retention policy; paper in locked cabinet; electronically password protected	Clerk holds key	None
Supplier and Customer Bank Details	Financial transactions	Used in banking and financial software.	Contractual necessity	Held in line with statutory requirements and retention policy; paper in locked cabinet; electronically password protected	Clerk holds key	Redact invoices if required for public inspection.

CUSTOMERS (Village Hall/ Events/Community center, etc…)

Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis	How Stored	Security/Access	Action Required
Names, addresses, e-mail. Payment data.	Correspond with contractor and administer contract	Correspond with contractor and administer contract	Contractual necessity	Held in line with statutory requirements and retention policy; paper in locked cabinet; electronically password protected	Clerk holds key	None

Adopted May 2026

Next Review May 2028