

Template Data Audit:

Name: The Charltons Parish Council

| Service Areas where data is generated | Council Managed | Type of Data Collected | Sensitive | Legal Basis for processing | Tick | Retention Period | Where is data stored |
|---------------------------------------|---|---|---|--|--|------------------|---|
| Allotments | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Names, addresses, emails, telephone numbers | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| Cemetery | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Names, addresses, emails, telephone numbers | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| Play Areas | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Complaints, damage reports | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| Recreation Grounds | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Complaints, damage reports | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| Open Spaces (other) | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | Complaints, damage reports | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> | 5 years | Parish Council files – hard copy and electronic |
| Public Toilets | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Complaints, damage reports | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Consent Contract | <input type="checkbox"/> <input type="checkbox"/> | | |

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| | | | | Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| Venue Hire | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Names, addresses, emails, telephone numbers | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| Sports Field/Pavilion Hire | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Names, addresses, emails, telephone numbers | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| Pay to play facilities | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Names, addresses, emails, telephone numbers | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| Grounds Maintenance | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Contractor information | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| Democratic | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | Electoral roll, Ward Councillor details, agendas, minutes, reports | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | For as long as relevant | |
| Councillors | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | Councillor Details, Names, addresses, | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Consent Contract Legal Obligation | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | | |

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| | | emails, telephone numbers | | Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> | | |
| Employees | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | Name, address, email, telephone number, financial details, date of birth, NI number, Tax Code, next of kin details. | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | For as long as relevant | Parish Council files – hard copy and electronic |
| Contractors | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | Name, address, email, telephone number, financial details | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 7 years | Parish Council files – hard copy and electronic |
| Website | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | None | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | For as long as relevant | |
| Newsletter (electronic) | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Name, email | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| Newsletter (hard copy) | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | None | | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| Neighbourhood Plan | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Name, email | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | Consent Contract | <input type="checkbox"/> <input type="checkbox"/> | | |

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| | | | | Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| Complaints | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | Name, address, email, telephone number, | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 5 years | Parish Council files – hard copy and electronic |
| Volunteers | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Name, address, email, telephone number, | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| Financial | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | Name, address, email, telephone number, invoice information | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 7 years | |
| Planning | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Personal details, addresses, | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| Emails and correspondence | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | Name, address, email, telephone number, | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | Consent Contract Legal Obligation Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | For as long as relevant | Parish Council files – hard copy and electronic |
| Complaints | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | Name, address, email, telephone number, | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | Consent Contract Legal Obligation | <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | 5 years | Parish Council files – hard copy and electronic |

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| | | | | Vital Interest Public Task | <input type="checkbox"/> <input type="checkbox"/> | | |

Legal Basis Explanations:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
- (d) Vital interests: the processing is necessary to protect someone's life.
- (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

SECURITY MEASURES

- Weekly backups
- Paper files stored in locked premises
- Antivirus and firewall protection
- Limited access to personal data internally