Data Audit for Ketton Parish Council

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| **Person completing the Data Audit: Sarah Ayling****Role: Parish Clerk****Telephone number: 01780 722451****Email: kettonpc@btinternet.com** |

| **What Data is held?** | **Where did data come from?** | **Is the data sensitive? \*** | **Has there been positive unambiguous consent? (i.e. opt-in 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?** |
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| Maintenance contractor’s bank details and qualifications | Contractor | No | No | Payments made by cheque – no bank details kept | Contractual necessity | Locked in cabinet until contract ends | Yes -annual | No | NA | NA |
| Staff tax & NI details & pension contributionsHMRCNEST | Individual | Yes | No | Payments made by cheque – no bank details kept | Contractual necessity | Locked in cabinet until contract ends | Yes - annual | No | NA | NA |
| Photos on the council website. | Individual | No | Yes (see consent form). | Publicity | Consent |  | NA | No | NA | NA |
| Councillors’ names, addresses, email address | Individual Councillors | No | No. Consent is not an appropriate legal basis to process personal data for staff or councillors |  Information purposes only | Legal obligation (discharge of council’s statutory functions and powers) | Will be deleted from website at end of term of office | Yes – annually | No | NA | NA |
| Names and contact details of council volunteers (e.g. tree warden) | Individual | No | Yes, consent given by email, for email contact | Communication on tree matters | ConsentLegal obligation (discharge of council’s statutory functions and powers)  | Password protected until resignation | Yes – annually | No | NA | NA |
| Newsletter mailing lists | Individual | No | Yes | Communication | Legal obligation (discharge of council’s statutory functions and powers) | Password protected | Yes – annual request for information to be verified if appropriate. | No | NA | NA |
| Contact details of residents on the allotment waiting list | Prospective tenants | No | No | To keep a record of demand | Legal obligation(discharge of council’s statutory functions and powers) | Until allocated a plot. | No – checked on plot allocation | No | NA | NA |
| 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. | Yes at annual appraisal | Payroll provider/ HMRC | Yes in writing dated 24.5.18. | No  |
| Name and addresses of burial plot owners | Deceased’s relatives | No | No | To maintain complete burial records | Legal obligation (discharge of council’s statutory functions and powers) | Indefinitely – data kept in hard copy registers in locked filing cabinet. | Circulate written request to inform us of updated contact details with Exclusive Right of Burial  | No | NA | NA |
| Community Response Plan |  |  |  |  |  |  |  |  |  |  |

\*e.g. racial or ethnic origin; political opinions; sexual orientation; religious beliefs; trade union membership; physical or mental health or condition; sexual life or orientation; genetic data; and biometric data.