

Data Audit for Birstall Parish Council

Person completing the Data Audit: Sue Coulson
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** 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.*

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?
Maintenance contractor's bank details and qualifications	Contractor	No	No	To enable payment	Contractual necessity	On secure bank website for as long as contractor is employed	Yes - annually	No	NA	NA
Payroll provider bank details	Employees	No	No	To enable salary and PAYE payments	Contractual necessity	On secure password protected drive and in a locked cabinet	Yes – annually or when contract expire	No	NA	NA

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Photos on the council website and social media page.	Employees	No	Yes, for the Youth Café, Parents/carers complete a consent form when registering young people.	Publicity	Consent	Will be automatically deleted from password protected website in 6 months.	NA	No	NA	NA
Councillors' names and addresses	Individual Councillors	No	No. Consent is not an appropriate legal basis to process personal data for staff or councillors	Communication	Legal obligation (discharge of council's statutory functions and powers).	Locked cabinet until end of office/term.	Yes – annually	No	NA	NA
Names and contact details of council volunteers (e.g. youth workers)	Individual	No	Yes – Volunteer employment application form	Communication	Consent Legal obligation (discharge of council's statutory functions and powers)	On secure password protected drive and in a locked cabinet	Yes – annually	No	NA	NA

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Mailing lists (e.g. Gala stall holders and performers)	Individual	No	No	Communication	information	Password protected	Yes – annually	No	NA	NA
Contact details of current allotment plot holders	Tenant	No	No	Communication / to collect rents	Performance of contract Legal obligation (discharge of council's statutory functions and powers)	Until plot relinquished	Annually on receipt of rent	No	NA	NA
Contact details of facility hirers	Hirers / Tenants	No	No	Communication / to collect hire fees and rent	Information	Password protected until the booking is complete or longer terms of hire expire	No – checked when the booking is secured	No	NA	NA

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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 admin	Legal obligation – comply with employment and equality law/ report to HMRC Performance of Contract	Password protected and kept in locked drawer cabinet until employee leaves post.	Yes, at annual appraisal	Payroll provider/ HMRC	Yes, in writing dated 24.5.18.	No

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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 and on password protected software package	Circulate written request to inform us of updated contact details with Exclusive Right of Burial	No	NA	NA