

Wheatley Parish Council

Data Audit

2025 2026

	<u>Data Type</u>	<u>Categories of Individuals</u>	<u>Categories of Personal/Sensitive Data</u>	<u>Purpose of Processing</u>	<u>Where does the data go?</u>	<u>Where stored/Categories of Processors</u>	<u>Security measures</u>	<u>How long retained?</u>	<u>Lawful basis</u>
Council									
	Minutes	Councillrs, Clerk, Assistant Clerk, Locum Clerk, District Councillor, County Councillor	Names	Legal requirement	Councillors, website and County archives	Website, hard drive, minutes file, County archives	Laptop password protected	Indefinite	Legal obligation
	Website	Councillrs, Clerk, Assistant Clerk, Locum Clerk, District Councillor, County Councillor	Names, photographs, Register	Public interest	Website	Website, hard drive	Laptop and website password protected	Term of office/indefinite	Public task/consent
	Noticeboards	Councillrs, Clerk, Assistant Clerk, Locum Clerk, District Councillor, County Councillor	Names, photographs	Public interest	Public	Hard drive, office	Laptop password protected	Term of office/employment	Public task/consent
	Register of Interests/Declaration of Acceptance	Councillors	Names, Addresses, Spouse/Partner name/address, Employment, Pecuniary Interests, Signature (note: signature can be redacted)	Legal requirement	Clerk and District Council Elections Team	Website, hard drive, paper file for Clerk only	Laptop and website password protected, office locked	Term of office + 1 year	Legal obligation
	Co-option forms/consent form	Councillors, Clerk	Names, addresses, contact details	Management	Clerk and Councillors	Hard drive	Laptop password protected	Term of office + 1 year Unsuccessful application destroyed following meeting	Consent
Public									
	Emails	Correspondents	Email addresses/names	Council business	Clerk	Hard drive	Laptop password protected	As long as necessary	Public task/legal obligation/consent
	Phone calls/messages	Correspondents	Names/contact details	Council business	Clerk	Office	Office locked	As long as necessary	Public task/legal obligation/consent
	Electoral Register	Residents	Names, Addresses	Council business	Clerk	Hard drive	Laptop password protected	One year	Legal obligation
	Planning applications	Applicant/agent	Names, Addresses	Council business	Clerk/Councillors	Hard drive	Laptop password protected	Until completed?	Public task/legal obligation/consent
	General enquiries	Correspondents	Names, email, addresses	Council business	Clerk/Councillors	Hard drive/office	Laptop password protected/office locked	As long as necessary	Public task/legal obligation/consent
	Letters	Correspondents	Names, email, addresses	Council business	Clerk/Councillors	Hard drive/office	Laptop password protected/office locked	As long as necessary	Public task/legal obligation/consent
Contractors	Contractors								
	Invoices	Customers and suppliers	Names, Addresses, company name, bank detail	Management	Clerk, Councillors, Bookkeeper	Hard drive/office	Laptop password protected/office locked	6 years	Contract

Wheatley Parish Council

Data Audit

2025 2026

	Insurance documents	Contractors	Names, addresses, company name	Management	Clerk	Hard drive/office	Laptop password protected/office locked	6 years	Legal
	<u>Data Type</u>	<u>Categories of Individuals</u>	<u>Categories of Personal/Sensitive Data</u>	<u>Purpose of Processing</u>	<u>Where does the data go?</u>	<u>Where stored/Categories of Processors</u>	<u>Security measures</u>	<u>How long retained?</u>	<u>Lawful basis</u>
Employment									
	Personnel Files	Employees	Names, addresses, NI number, bank details, date of birth, employment history, health records, salary, nationality	Legal requirement	Staffing Committee, payroll accountant, HMRC/files	Hard drive	Laptop password protected/office locked.	7 years	Legal obligation
	Employment applications	Potential employees	Names, addresses, employment history, nationality	Recruitment process	Staffing Committee	Hard drive/office	Laptop password protected/office locked	Successful application kept until employee leaves. Unsuccessful applications destroyed upon hire.	Consent
	Appraisals	Employee	Name	Contract	Staffing Committee	Hard drive/office	Laptop password protected/office locked	6 years	Contract
	Employment contracts	Employees	Name, addresses,	Contract	Staffing Committee	Hard drive/office	Laptop password protected/office locked	3 years following end of employment	Contract
	<u>Data Type</u>	<u>Categories of Individuals</u>	<u>Categories of Personal/Sensitive Data</u>	<u>Purpose of Processing</u>	<u>Where does the data go?</u>	<u>Where stored/Categories of Processors</u>	<u>Security measures</u>	<u>How long retained?</u>	<u>Lawful basis</u>
Other									
	Allotments	Allotment holder and those on the waiting list	Names, email, addresses, plot number, bank details	Management	Clerk	Hard drive/office	Laptop password protected/office locked	Until allotment relinquished	Legal obligation/consent
	Contributors to newsletter	Public	Names, email addresses, bank details	Public interest	Clerk	Hard drive/office	Laptop password protected/office locked	Until opted out	Consent
	Community Emergency Plan	Clerk, Councillor, Contractor, residents	Name, address, phone number	In case of emergency	Clerk	Hard drive/office	Laptop password protected/office locked	Term of plan	Public interest
	Covid 19 register - does this still exist?								
	Mailing list	Residents/members of the public	Names, email addresses	Publicity	Clerk/Mailing list system	Hard drive	Laptop password protected	As long as opted in	Consent
	Accident record	Clerk, Councillor, resident, contractor	Name, address, phone number	Health and Safety	Clerk/insurer	Hard drive/file	Laptop password protected/office locked	20 years	Legal obligation
	Banking	Clerk, Councillor, Contractor	Name, address, phone number	Management	Clerk	Hard drive	Laptop password protected	Until removed from bank	Legal obligation
	Photographs	Clerk, Councillor, resident, contractor	Name	Publicity	Clerk	Website/newsletter/archive	Laptop password protected	As long as necessary	Consent

Wheatley Parish Council

Data Audit
2025 2026

	Grant requests					Hard drive/file	Laptop passowrd protected/office locked	Grant applicaiotn successful - 5 years	Consent
								unsuccesrful applications destroyed	