



## **MARDEN PARISH COUNCIL**

### **Data Audit Questionnaire**

#### **Glossary:**

**Personal Data** – any information about a living person which can identify them (name, address, telephone number, email number, contact information, employment history, financial history etc).

**Data Controller** – person or organisation who determines the how and what of data processing

**Data Processor** – is the person, or firm, that processes the data on behalf of the controller

**Data subject** – is the person about whom personal data is processed

**Processing** – storing, or deleting, any personal data on a computer, database or some manual files (eg HR, invoices with contractor payment details). It also covers selecting a name for a mailing list or reading it off a screen during a call. It also includes transferring and altering data.

**Sensitive personal data or specific categories of personal data** – include the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health or condition, sexual life or orientation, genetic data, biometric data.

#### **PART A - Your Information**

##### **1 Person completing questionnaire**

1a **Name:** Alison Hooker

1b **Role:** Parish Clerk and RFO

1c **Telephone Number:** 01622 832305

1d **Email:** [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

##### **2 Data Controller**

2a **Name:** Marden Parish Council

##### **3 Date Completed Form**

3a 3<sup>rd</sup> March 2026

#### **PART B – Communicating Personal Data**

**4 This section relates to communications with Councillors, staff and local residents (including mailing lists) and general public.**

4a **What type of personal data is kept?** Names, addresses, bank details, telephone numbers, medical details, email addresses.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

Website: [www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)

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- 4b **Where does the council get the personal data from?** Staff, councillors, residents, other local authorities, community groups, general public and contractors
- 4c **Why does and what does the Council collect/process data?** Staff salary payments, contract management, management of council facilities, performance of statutory functions, responding to local residents' concerns.
- 4d **Who does the Council disclose personal data to?** Public, Councillors, staff, contractors, pension providers, HMRC, SAGE payroll, MPC banks – all with permission from person whose details are being provided.
- 4e **Does the Council minutes contain personal data?** Cllrs names and names to whom invoices are being paid.
- 4f **Does the Council send personal data overseas?** No
- 4g **Does the Council collect sensitive personal data?** Yes – Play Scheme children: medical information/ethnic origin and staff: medical details.
- 4h **If so, for what reason?** Play Scheme children: if emergency medical care is required/beliefs are taking into consideration when organising events. Staff for emergency medical care.

#### **PART C – Suppliers, Companies and other organisations the Council contracts with.**

- 5 **About individuals or representatives of organisations which supply us with services such as for council repairs, or with whom we are in contact.**
- 5a **Who does the Council keep personal data about?** Tradesmen, maintenance contractors, suppliers.
- 5b **What type of personal data is kept?** Names, contact details, qualifications, insurance details, financial details, details of certificates.
- 5c **Where does the Council get the data from?** Individuals, contractors, suppliers.
- 5d **Why does the Council collect this data?** For property maintenance, repairs, management of council owned facilities, paying invoices.

#### **PART D – General Questions about Personal Data**

- 6a **How does the Council store the personal data collected?** Clerk's computer (confidential folder), hard copies stored in locked filing cabinets/fire safe.
- 6b **Does the Council take steps to prevent unauthorised use/access to personal data?** Clerk's computer is password protected and Clerk holds key (Deputy Clerk in Clerk's absence) to locked filing cabinets. Office has burglar alarm installed.
- 6c **How does the Council manage data?** Staff and Cllrs undertake GDPR training, have Data Retention Policy and keep details of any personal data confidential.
- 6d **What is the process in giving access to staff and councillors?** Parish Clerk has access to staff personal files along with HR Sub-Committee Cllrs on a need-to-know basis. Other Cllrs have access (again on a need-to-know basis) when required for discussions.

- 7a **Do any procedures currently exist?** Yes see 6c above
- 8a **Who has access to/is provided with the personal data?** See 6d above
- 8b **Is there an authorisation procedure for accessing personal data?** Clerk maintains personnel records and details are only provided when absolutely necessary (ie HR issues, financial/medical issues).
- 9 **Does the Council provide a copy of all existing privacy notices?** Privacy notices are available on the MPC website and hard copies can be provided if required.
- 10 **Has any personal data which was gathered for one purpose been used for another?** No – permission is obtained from relevant person if needed to be used for other purposes.
- 11 **Does the Council have any policies/procedures to check the accuracy of personal data?** Not currently but Clerk speaks to staff annual to ensure personnel records are up to date.
- 12a **In the event of a data security breach does the Council have policies in place?** Yes
- 12b **What are these?** GDPR Policy: Breach Notification Policy.
- 13a **If someone asks for a copy of personal data that the Council holds is there a procedure in place?** Yes
- 13b **Is this procedure contained in a written document?** Yes. Subject Access Request Policy/Procedure.
- 14 **Does the Council have an internal record of the consents which the Council relies on for processing activities?** Yes – updated regularly
- 15a **Are cookies used on Council website?** Yes
- 15b **Does the Council provide information about the cookies used and why they are used?** No – details provided by website provider.
- 15c **Does the Council keep a record of the consents provided by users to the cookies?** No
- 15d **Does the Council allow individuals to refuse to give consent?** N/A
- 16 **Does the Council have website privacy notices and privacy policies?** Yes
- 17a **What data protection training do staff and councillors receive?** Admin staff and Chairman attended GDPR training. In 2026 staff and Cllrs have been provided with details of available training.
- 17b **What does the training involve?** Understanding data protection. Provided by KALC/SLCC/ICO
- 18a **Does anyone in the Council have responsibility for reviewing personal data for relevance, accuracy etc?** Yes – Parish Clerk
- 18b **If so, how regularly are these carried out?** Annually
- 19a **What does the Council do about archiving, retention or deletion of personal data?** Refer to the Data Retention Policy and when filing add information as to when documentation should be deleted or retained indefinitely.
- 19b **How long is personal data kept before being destroyed/archived?** Depending on time outlined in the Data Retention Policy
- 19c **Who authorises destruction/archiving?** Parish Clerk in accordance with the Data Retention Policy

**PART E - Monitoring**

- 20a **Identify any monitoring of the following systems that take place:**
- (i) **Computer networks and connections:** Third party IT support – Cloudy IT
  - (ii) **CCTV:** Clerk and Deputy Clerk have access. CCTV system stored in secure box.
  - (iii) **Email and instant messaging system:** Individual staff members and Cllrs.
  - (iv) **Telephones, voicemails, mobile phone records:** Admin staff
- 20b **Does the Council have notices, policies or procedures for the above?**  
Yes CCTV Policy, IT Policy