

Data Audit

Name: Malborough Parish Council

Service Areas where data is generated	Type of Data Collected	How is data held?	Legal Basis for processing	Retention Period	Shared with and purpose of sharing
Allotments	Names, addresses, emails, telephone numbers of tenants and waiting list applicants.	Electronically/hard copy on occasion	Contract	Up to 7 years after contract ends/if person asks to be removed from waiting list.	Not shared
Burial Ground	Names, addresses, DOB, emails, telephone numbers, next of kin, digital green forms	Electronically/hard copy	Contract	Indefinitely	Not shared
Play Areas	Complaints, damage reports	Electronically	Public Task	Up to 6 months after complaint or report is dealt with	Shared with Councillors if necessary to assist
Open Spaces (other)	Complaints, damage reports	Electronically	Public Task	Up to 6 months after complaint or report is dealt with	Shared with Councillors if necessary to assist
Public Toilets	Complaints, damage reports	Electronically/CCTV accessed on mobile phone	Public Task	Up to 6 months after complaint or report is dealt with. CCTV runs on 12 week replacement schedule.	Shared with Councillors if necessary to assist. CCTV shared with public authorities if requested and authorised.
Grounds Maintenance	Contractor information, details of contract between parties	Electronically	Contract	Length of contract and up to 7 years after.	Not shared

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Democratic	Electoral roll, agendas, minutes, reports	Electronically and hard copies.	Legal Obligation Public Task	Minutes – indefinitely. Electoral roll – for current year only.	Minutes, agendas, reports shared publicly on website and noticeboard. Electoral not shared – provided by District Council.
Councillors	Councillor Details, Names, addresses, emails, telephone numbers	Electronically, website and hard copies	Public Task	During time as Councillor and for 1 year after.	Shared publicly on website and newsletter.
Employees	Name, address, email, telephone number, financial details, date of birth, NI number, Tax Code, next of kin details.	Electronically	Contract	Until 6 years after employment has ceased with the Parish Council	Shared with Staffing Committee if necessary.
Contractors	Name, address, email, telephone number, financial details	Electronically	Contract Legal Obligation Vital Interest Public Task	Length of contract and up to 7 years after.	Not shared
Website	None				
Newsletter (electronic)	None				
Newsletter (hard copy)	Name, address	Electronically	Public Task	As long as MOP wishes to receive hard copy of newsletter	Shared with distributors for delivery purposes.
Neighbourhood Plan	Name, email	Electronically	Public Task	During consultation period	Shared with Councillors if necessary to assist.

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Complaints	Name, address, email, telephone number,	Electronically	Public Task	For as long as necessary.	Shared with Councillors and Ward Councillors if necessary to assist.
Volunteers	Name, address, email, telephone number,	Electronically	Consent Public Task	For as long as volunteering and for up to 1 year after.	Shared with DBS service for form to be completed. Not shared otherwise.
Financial	Name, address, email, telephone number, invoice information	Electronically and hard copies on occasion	Legal Obligation	Indefinitely.	Not shared unless for audit purposes.
Planning	Personal details, addresses, information available on planning applications	Electronically	Public Task	As long as planning application in discussion	Shared in public domain. Enforcement not shared.
Emails and correspondence	Name, address, email, telephone number,	Electronically	Public Task	Up to 6 months or as long as necessary	Shared with Councillors and Ward Councillors if necessary to assist.

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

- Daily/weekly backups
- Paper files stored in locked cabinet
- Antivirus and firewall protection
- Limited access to personal data internally