

APPENDIX 2 – DATA AUDIT

The clerk and all councillors must review all databases, email lists, spreadsheets, emails, paper and electronic documents and other lists of personal data every 6 months and must conduct a formal audit in accordance with this Appendix 2 once a year. Reference should be made to the table below in order to ascertain the action to be taken (if any) and the time limits to be observed for the retention and deletion of documents containing personal data.

If a councillor or the clerk is unsure as to what action ought to be taken, this should be raised confidentially with the Council without delay and within the data handling parameters of this Data Protection and Privacy Policy.

It should be borne in mind that new consent forms, privacy notices, and new or revised policies or procedures may be required to ensure compliance with the data protection legislation.

Description	Why is the data held and what is it used for?	Basis for processing data (e.g. consent, legal obligation etc.)	Who holds the data and can access it?	What security controls are in place?	How long is data kept for?	Is this covered by our Data Protection and privacy Policy?	ACTION REQUIRED
Minutes	For residents' information	Legal obligation	Clerk compiles and files at home; published on website and noticeboards. Accessible to all	None required	indefinitely	Yes	none

APPENDIX 2 – DATA AUDIT

Employee records (clerk)	As a record; for budgetary and financial reasons	Legal obligation (audit and budget)	The clerk; financial details included in budget and minutes	Computer encryption and document is password - protected	6 years [TBC]	Yes	none
Invoices	As a record and for financial purposes	Legal obligation (audit and budget)	The clerk, the auditors and financial details published in minutes	Reasonable household and computer security	6 years [TBC]	No	none
Planning applications	For informing the residents, for informing councillors and for Council consideration	Part of planning consultation process	The clerk, the local planning authorities, the councillors, residents of Barton, the general public.	Reasonable household and computer security	Pending discussion with the councillors	Yes	To be disposed of securely after the Council decision has been reached; Council comments to be recorded and password-protected. Where application is contentious, applications to be kept for so long as is reasonable.
Emails with residents (including email addresses)	Correspondence with residents	To inform and be informed; for Council discussion	Clerk and councillors	Reasonable household and computer security	6 months	yes	To form part of 6 monthly review and deletion. If required for longer, resident's consent to be

APPENDIX 2 – DATA AUDIT

							obtained. Email addresses to be deleted after 6 months unless consent from resident to extension.
Correspondence with residents	To communicate with residents	To inform and be informed; for Council discussion	Clerk and councillors	Reasonable household and computer security	6 months	yes	To form part of 6 monthly review and confidential disposal i.e. shredding. If required for longer, resident's consent to be obtained.
General correspondence with third parties	For information, Council discussion	Part of Council's usual activity	Clerk and Councillors	Reasonable household and computer security	For as long as is reasonably necessary	Only if it contains personal data	To the extent it contains personal data, to form part of 6 monthly review and confidential disposal i.e. deletion or shredding. If required for longer, resident's consent to be obtained.