



SCOTHERN PARISH COUNCIL

DATA AUDIT

Adopted February 2020

Data Audit Review – February 2020

PART A: YOUR INFORMATION		
1.	1. Person completing questionnaire a) Name. b) Role. c) Telephone number. d) Email.	a) Laura Richardson b) Clerk to the Council c) 01673 862738 d) scothernpc@yahoo.co.uk
2.	Data controller (e.g. name of local council or parish meeting)	Scothern Parish Council
3.	Date you completed this questionnaire	29/01/2020
PART B: COMMUNICATING PERSONAL DATA		
4.	<p>This section relates to communications with councillors, staff and local residents (including mailing lists) general public.</p> <p>a) What type of personal data does the council keep? e.g. name, contact details such as bank details.</p> <p>b) Where does the council get the personal data from? e.g. staff, residents, other local authorities, charities and sports clubs, community groups, recruitment agencies.</p> <p>c) Why does the council collect or process the data – what does the council do with the personal data? For purposes relating to: e.g. local resident concerns, management of council facilities, services and staff, contract management, performance of statutory functions.</p> <p>d) Who does the council disclose personal data to? E.g. the public, councillors, staff and contractors carrying out the work of the council, pension providers, HMRC, credit reference agencies, recruitment agencies, prospective employers</p> <p>e) Do the council or parish meeting minutes contain personal data?</p> <p>f) Does the council ever send personal data overseas and if so where to and to which organisation? This might include overseas companies providing database or email services. e.g. do any of your suppliers use 'cloud storage' and if so do you know where the personal data is located?</p> <p>g) Does the council collect any sensitive personal data? see definition above.</p> <p>h) If so for what reason? e.g. for safeguarding compliance; physical or mental health data relating to staff; racial and ethnic origin relating to equal opportunities monitoring.</p>	a) Name and email addresses of residents - Name, addresses, phone numbers and email addresses of Councillors. - Name, address, phone number and PAYE details of Clerk. - Electoral register. b) Resident emails are obtained from them. - Councillor information is obtained from them and their Register of members interests. - Clerks information is obtained from her. - The electoral register is sent by WLDC. c) Resident email addresses held for distribution of the Clarion. - Councillor information held for circulation and management of Council information, agendas, minutes etc. - Electoral register is held for Councillor vacancy applications and voting rights for meetings. d) All resident email addresses are BCC and so not shared publicly. - Councillor details are shown publicly on the Council and WLDC websites and on the Parish Council noticeboard. - Clerks information is submitted to HMRC monthly. - Electoral register is not shared. e) No personal information is given in Council minutes. f) No data is sent overseas. g) No sensitive personal data is held. h) Not applicable
PART C: SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH		
5.	<p>About individuals or representatives of organisations which supply us with services such as for council repairs, or with whom we are in contact</p> <p>a) Who does the council keep personal data about? e.g. tradesman, recruitment agencies, surveyors, architects, builders, suppliers, advisers, payroll processors.</p> <p>b) What type of personal data does the council keep? e.g. name, contact details, qualifications, financial details, details of certificates and diplomas, education and skills.</p>	a) Supplier's details are held when invoices and quotes are submitted to the Council, either on paper or via email. b) Contact details ie Name, address, phone number. Company details Bank details

	<p>c) Where does the council get the data from? e.g. the individuals, suppliers.</p> <p>d) Why does the council collect or process the data? e.g. council property maintenance and repairs and management of council facilities, pay and manage staff.</p>	<p>c) The data is received from the suppliers.</p> <p>d) Repairs, maintenance and management of Council land and amenities.</p>
PART D: GENERAL QUESTIONS ABOUT PERSONAL DATA		
6.	<p>a) How <u>does the council</u> store the personal data collected?</p> <p>b) <u>Does the council</u> take any steps to prevent unauthorised use of or access to personal data or against accidental loss, destruction or damage? If so, what?</p> <p>c) How <u>does the council</u> manage access to data</p> <p>d) What is the process involved in giving access to staff or councillors?</p>	<p>a) Resident email addresses are held on a password protected excel spreadsheet. Supplier information is held on paper invoices in accounts files and stored online if sent via email.</p> <p>b) Excel spreadsheets that hold personal information are password protected. Email portals are password protected. Councillors hold separate email accounts for Parish Council business.</p> <p>c) Only the Clerk and Chairman have access to personal information. Supplier information may be available to residents if a FOI request is made.</p> <p>d) Only the Clerk is employed by the Council. Councillors can request supplier information from the Clerk who will confirm with the Chairman before releasing the information, Resident's information will not be given out.</p>
7.	<p>a) Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.</p>	<p>a) A disclaimer is included at the bottom of Clerks emails. No sensitive information is emailed or posted out. Details of residents are not circulated to anyone unless prior permission has been received from said resident</p>
8.	<p>a) Who has access to / is provided with the personal data (internally and externally)?</p> <p>b) Is there an authorisation procedure for accessing personal data? If so, please provide details.</p>	<p>a) The Clerk and when requested, the Chairman.</p> <p>b) The Clerk holds the information and if requested will give information to the Chairman for Council business only, All other requests must be made via the Clerk who will confirm with the Chairman and GDPR policies before information is given out.</p>
9.	<p>Does the council provide a copy of all existing privacy notices?</p>	<p>Yes, all relevant policies and procedures can be found on the Parish Council website</p>
10.	<p>So far as the council is aware, has any personal data which was gathered for one purpose been used for another purpose (e.g. communicating council news?) If so, please provide details.</p>	<p>No, therefore no further action is needed</p>
11.	<p>Does the council have any policies, processes or procedures to check the accuracy of personal data?</p>	<p>Yes, FOI and data audit policies are held that outline the relevant procedures.</p>
12.	<p>a) In the event of a data security breach occurring, does the council have in place processes or procedures to be followed?</p> <p>b) What are these?</p>	<p>a) No</p> <p>b) A procedure needs to be put in place.</p>
13.	<p>a) If someone asks for a copy of personal data that the council holds about them, i.e. they make a 'subject access request', is there a procedure for handling such a request?</p> <p>b) Is this procedure contained in a written document?</p>	<p>a) Yes, the Council holds a FOI policy</p> <p>b) Yes</p>
14.	<p>Does the council have an internal record of the consents which the council has relied upon for processing activities? e.g. to send council newsletters to residents</p>	<p>A consent email has been sent to all members of the Clarion distribution list – copies of the replies were stored and noted on the excel password protected Spreadsheet.</p>
15.	<p>a) Are cookies used on our council website?</p> <p>b) Does the council provide information about the cookies used and why they are used?</p>	<p>a) No</p> <p>b) Not applicable</p>

	c) Does the council keep a record of the consents provided by users to the cookies? d) Does the council allow individuals to refuse to give consent?	c) Not applicable d) Not applicable
16.	Does the council have website privacy notices and privacy policies?	Lincolnshire Council hosts the website and hold own privacy notices. The Parish Council does not have access to website visitor details.
	a) What data protection training do staff (e.g. council administrator, hall bookings secretary) and councillors receive? b) What does the training involve?	a) The Clerk has attended GDPR training and intends to attend future data protection training when dates are available. b) It will be recommended that Councillors attend training too. Information provided by LALC on the way to gather, store and review data held. When it can be accessed and by who, FOI requests.
17.	a) Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date? b) If so, how regularly are these activities carried out?	c) The Clerk d) As and when required
18.	a) What does the council do about archiving, retention or deletion of personal data? b) How long is personal data kept before being destroyed or archived? c) Who authorises destruction and archiving?	a) Documents are reviewed on an annual basis referring to the LALC keep it or bin it leaflet. - If electronic information is held and needs deleting – this is done at once and then deleted from the trash bin. - Paper information is shredded. b) As detailed in legislation. c) The Clerk or Chairman.
PART E: MONITORING		
19.	a) Please identify any monitoring of the following systems that takes place. 'Monitoring' includes all monitoring of systems including intercepting, blocking, recording or otherwise accessing systems whether on a full-time or occasional basis. The systems are: (i) computer networks and connections (ii) CCTV and access control systems (iii) communications systems (e.g. intercom, public address systems, radios, walkie-talkies) (iv) remote access systems (v) email and instant messaging systems (vi) telephones, voicemail, mobile phone records b) Does the council have notices, policies or procedures relevant to this monitoring?	a) (i) The computer network is Wi-Fi password protected. (ii) Not applicable (iii) Not applicable (iv) Not applicable (v) The Clerk monitors all emails and deals with them as necessary, the Chairman also has access to emails. (vi) Mobile phones are not used. Telephones and answer machine are monitored by the Clerk. The Clerk monitors and deals with letters to the Council b) No, these are felt as not applicable.