



Data Audit

Legislation

The purpose of a data audit is to find out what data Caister-On-Sea Parish Council is processing, what is it used for, where it is located and who has access to it. It is an important step in assessing whether there are any risks in the type of processing the Council carries out.

Document	Personal detail held	Purpose	How it is held	Legal basis	Length of time to be held	Shared with	Purpose of sharing
Personnel - Staff							
Employment : e.g. contract, pension, CV, appraisal	Contact details, National Insurance number, employment history etc	For setting up and managing employment of staff	Electronically / hard copy	Legal obligation	Until 6 years after employment has ceased with the Parish Council	Not shared	n/a
CVs & applications of job applicants	Contact details and personal details of employment history	Recruitment	Electronically / hard copy	Public task	For 6 months after notifying unsuccessful applicant/s	Not shared	n/a
Employment – payment of salaries	Bank details	Payment of salaries	Hard copy / Online basic tools	Legal obligation	For duration of employment	Parish Council bank signatories	Authorise payment

Councillors							
Application for co-option	Contact details and reasons for wanting to become a parish councillor	Reference	Electronically / hard copy	Public task	For 3 months after councillor vacancy filled	Not shared	n/a
Declaration of Interests forms	Pecuniary and other interests of parish councillors	Legal requirement	Electronically - Received by Clerk then sent to Great Yarmouth Borough Council / hard copy	Public task	For length of time a councillor is a member of the Parish Council.	On Borough Council's website with link from the Parish Council's website	Public information
Contact list of councillors' details	Contact details	Reference - for the public to contact councillors	Electronically / hard copy / Website / Parish newsletter / Noticeboards	Public task	To be updated / amended as change dictates and kept for up to a year after a councillor leaves the Parish Council	The public via website, newsletter and noticeboard	Public information
Correspondence							
Planning applications	Personal details	To assist planning application recommendations	Electronically	Public task	Until after it has been discussed at Parish Council meeting	Not shared	n/a
Correspondence from parishioners and addresses/email addresses	Personal details	To respond to parishioners correspondence	Electronically / hard copy	Public task	6 months	Staff / Councillors as required	To assist in resolving queries
Members of the public							
Electoral Register	Names, addresses	Reference	Electronic copy	Public task	Current year only (until new register is issued by the	Not shared: the District Council shares this	n/a

					District Council)	document with the Parish Council	
Enquiries from members of the public	Contact details	To request information, pass on information or make a statement	Electronically / hard copy	Public task	For as long as is necessary	Not shared	n/a
Parish Hall booking forms	Contact details	To book the Parish Hall and associated facilities	Electronically / Hard copy	Contract	Up to 1 year	Not shared	n/a
Grant applications	Contact details, reasons for requesting grant, other relevant details about organisation requesting grant	To consider requests for grants from local non-profit making organisations	Electronically / hard copy	Public task	If awarded a grant, for up to 7 years for auditing purposes. If not awarded a grant, up to one year	Not shared	n/a
Meetings							
Minutes	Minutes from Council and committee meetings	Record of decisions	Electronically / hard copy	Legal obligation	Indefinitely	Electronically on the Parish Council's One Drive and Parish Council website. Hard copies in the Parish Office and village notice boards.	Public information
Contractors/Procurement							
Contractors providing goods or services to the Parish Council	Contact details, details of contract between the two parties	Contractual	Electronically / hard copy	Contract	Life of the contract and up to 7 years for auditing purposes	Not shared	n/a

Invoices	Goods / services received / supplied	As a record / for financial purposes (annual return and audit)	Electronically / hard copy	Legal obligation	Indefinitely	Not shared	n/a
Paying for goods / services	Bank details	Bank details for contractors / suppliers are stored within the banking system. Annually, following auditing, the RFO will review and remove any details no longer in use.	Electronically	Contract	Whilst providing services and for up to one year after cessation of contract.	Not shared	n/a
Allotments							
Details of allotment tenants	Contact details & signature (on tenancy agreements)	Contractual	Electronically / hard copy	Contract	For up to 7 years after plot vacated for auditing purposes	Not shared	n/a
Allotment waiting list	Contact details	Prospective tenant	Electronically / hard copy	Contract	Until allocated a plot or request to be removed received by Council	Not shared	n/a
Tenants							
Details of Parish Council tenants	Contact details and lease agreements	Legal requirement	Electronically/ hard copy	Legal obligation / Contractual	15 years after the expiry of the agreement	Not shared	n/a
Burial Records							
Exclusive rights of burial	Contact details of family member/s	Need to keep in contact with family in event of any issues	Electronically / hard copy	Contract	Indefinitely	Not shared	n/a
Burials and cremations	Details of residency, DOB, place of death, next of kin. Digital greens.	To establish eligibility for use of cemetery and ensure accurate records are held.	Electronically / hard copy	Contract	Indefinitely	Not shared	n/a
Emails							

Staff and Councillors using gov.uk email addresses	Names, emails, addresses, personal information	Information sharing and communication between staff, councillors, statutory consultees and members of the public	Electronically	Contract / public task	For 6 months (some emails may be kept longer if it conflicts with the documents listed above)	Parish Council	n/a
Insurance							
Insurance documents	Insurance schedule	To evidence sufficient insurance cover for the Council	Electronically / hard copy	Legal obligation	Until superceded by new policy paperwork	Not shared	n/a

Review

Annually, or as appropriate, the Council will review and update this document.

Date of Policy	March 2025
Approving Committee	Full Council
Date of Committee Meeting	31 March 2025
Date of Adoption by Full Council	31 March 2025
Policy Version Number	1
Date of Next Review	March 2026

Signed: _____ Chair, Caister-On-Sea Parish Council

Date: _____