Persona; Data Audit Questionnaire – Stanton Parish Council

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| 1. : | **YOUR INFORMATION** |  |
|  | **1. Person completing questionnaire**  a) Name.  b) Role.  c) Telephone number.  d) Email. | **a) Joy Hart**  **b) Clerk and Responsible officer**  **c) 01359 408759**  **d) Stantonparishcouncil@gmail.com** |
|  | Data controller (e.g. name of local council or parish meeting) | Stanton Parish Council |
|  | Date you completed this questionnaire | 18 February 2022 |
| 1. : | **COMMUNICATING PERSONAL DATA** |  |
|  | This section relates to communications with councillors, staff and local residents (including mailing lists) general public.  **a) What type of personal data does the council keep?**  e.g. name, contact details such as bank details.  **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.  **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.  **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  **e) Do the council or parish meeting minutes contain personal data?**  **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?  **g) Does the council collect any sensitive personal data?** see definition above.  **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. | 1. Names, addresses, contact details of Councillors, and the general public who have contacted the Council in the past. Bank details of Councillors and contractors or companies providing a service to the Council. Names and Contact details for local organisations.   Cemetery Records including contact details of relatives granted exclusive rights of burial.Contact details of allotment holders.   1. From the general public applying for services from the Parish Council, Councillors who have been given contact details by residents, the electoral register, marketing materials received by post and email and from public web sites. 2. Details of correspondents kept in order to respond to issues raised. Email addresses auto kept on outlook for future correspondence relating to issues within the Village. Contractors and companies providing services for future use. Bank details to pay invoices and expenses. 3. Parish, District and County Councillors, staff and Contractors carrying out the work of the Council, pension providers, HMRC, Registrar of deaths, Police where appropriate. Other Council departments such as waste management, Insurance companies and Internal and External Auditors. 4. Yes – details of payments made and to whom (names only) and planning applications received and granted (Full address of application). Details of contracts awarded and to whom (Names only). Correspondent details (initials only) 5. No information is sent overseas 6. No Sensitive personal data is collected. |
| 1. : | **SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH** |  |
|  | About individuals or representatives of organisations which supply us with services such as for council repairs, or with whom we are in contact  **a) Who does the council keep personal data about?**  e.g. tradesman, recruitment agencies, surveyors, architects, builders, suppliers, advisers, payroll processors.  **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.  **c) Where does the council get the data from?**  e.g. the individuals, suppliers.  **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. | 1. Tradesmen and suppliers 2. Name, contact details and bank details. Copies of risk assessments and public liability certificates. 3. From the contractor and suppliers and from details published on Invoices 4. For the payment and management of Invoices and to ensure compliance with legislation in respect of Risk assessments |
| 1. : | **GENERAL QUESTIONS ABOUT PERSONAL DATA** |  |
|  | 1. How does the councilstore the personal data collected? 2. Does the counciltake any steps to prevent unauthorised use of or access to personal data or against accidental loss, destruction or damage? If so, what? 3. How does the councilmanage access to data 4. What is the process involved in giving access to staff or councillors? | 1. Lap top, Digi stick, remote hard drive and paper recordsYes – on website 2. Paper records in locked filing cabinet. Lap top has start up security password changed annually. Remote hard drive in locked filing cabinet when not in use. Digi stick kept separate from lap top with Chairman in sealed envelope and changed monthly. 3. Lone worker with sole use of lap top and home office. 4. No access granted to any other Councillor |
|  | 1. Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details. | 1. Document retention policy in place |
|  | 1. Who has access to / is provided with the personal data (internally and externally)? 2. Is there an authorisation procedure for accessing personal data? If so, please provide details. | 1. Clerk and Chairman 2. No |
|  | Does the council provide a copy of all existing privacy notices? | 1. Yes – on website |
|  | 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. | 1. No |
|  | Does the council have any policies, processes or procedures to check the accuracy of personal data? | 1. No |
|  | 1. In the event of a data security breach occurring, does the council have in place processes or procedures to be followed? 2. What are these? | 1. Yes 2. Data Protection Policy in place |
|  | 1. 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? 2. Is this procedure contained in a written document? | 1. Data Protection Policy in place 2. Yes |
|  | 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 | 1. No newsletters sent except through monthly village magazine posted through every door in Village. |
|  | 1. Are cookies used on our council website? 2. Does the council provide information about the cookies used and why they are used? 3. Does the council keep a record of the consents provided by users to the cookies? 4. Does the council allow individuals to refuse to give consent? | 1. Yes 2. Yes 3. No 4. Yes |
|  | Does the council have website privacy notices and privacy policies? | 1. Yes |
|  | 1. What data protection training do staff (e.g. council administrator, hall bookings secretary) and councillors receive? 2. What does the training involve? | 1. **Available on request** |
|  | 1. Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date? 2. If so, how regularly are these activities carried out? | 1. **The Clerk** 2. **Annually** |
|  | 1. What does the council do about archiving, retention or deletion of personal data? 2. How long is personal data kept before being destroyed or archived? 3. Who authorises destruction and archiving? | 1. Scanned to file and archived on computer. 2. 6 Years after left employ unless retired on ill health or industrial tribunal case (keep until person is 65) 3. Clerk |
|  | **MONITORING** |  |
|  | 1. 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: 2. computer networks and connections 3. CCTV and access control systems 4. communications systems (e.g. intercom, public address systems, radios, walkie-talkies) 5. remote access systems 6. email and instant messaging systems 7. telephones, voicemail, mobile phone records      1. Does the council have notices, policies or procedures relevant to this monitoring? | No monitoring takes place |