

General Data Protection Regulation (GDPR)

Produced July 2025

PERSONAL DATA AUDIT QUESTIONNAIRE

- A. To be used to help Councils with their record keeping obligations under the GDPR.
- B. This questionnaire is designed to help Councils to audit their personal data. It is important that Councillors and staff complete this form as comprehensively as possible. The purpose of a data audit is to find out what data the Council is processing, what it is 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. For example, if the Council processes a large amount of sensitive personal data but has no access controls in place restricting who can see or use the data, that is a security risk which needs to be fixed. Without carrying out an audit a Council may not know what risks it currently has with data.
- C. The generic phrase 'Council' has been used to refer to the data controller (see glossary) using the questionnaire.

D. Glossary

'Personal Data' is any information about a living person which can identify them. This is not just someone's name and address but any information which can identify them (directly or indirectly). For example, a phone number or email address is personal data. Any other contact information or a person's employment history, or credit history are all personal data.

'Data Controller' is the person or organisation who determines the how and what of data processing.

'Data processor' is the person or firm that processes the data on behalf of the controller.

'Data subject' is the person about whom personal data is processed.

'Processing' personal data means storing or deleting any personal data on a computer, database, or some manual files (e.g. HR, allotment tenancy files or invoices with contractor payment details). The word 'processing' also cover selecting a name for a mailing list or reading it off a screen during a call. It includes transferring and altering data. Indeed, practically anything done to personal data constitutes processing.

'Sensitive personal data or special categories or personal data' are any of the following types of personal data about a data subject: racial or ethnic origin; political opinions; religious beliefs; trade union membership; physical or mental health or condition; sexual life or orientation; genetic data; and biometric data.

PART A: YOUR INFORMATION

1. Person completing questionnaire.

Name	Kate Egan
Role	Parish Clerk
Telephone number	01749 343910
Email	clerk@stokestmichaelpc.org

2. Data Controller (Name of Local Council) Stoke St Michael Parish Council

3. Date you completed this questionnaire 31st July 2025

PART B: COMMUNICATING PERSONAL DATA relates to communications with councillors, staff, and local residents (including mailing list), general public.

4. What type of personal data does the Council keep? e.g. name, contact details such as bank details.

Name, Address, Telephone Number(s), Email, Address, Financial Information, Bank Details, Staff NI Number(s), Payroll Records, Photographs.

5. Where does the Council get the personal data from? e.g. staff, residents, other local authorities, charities and sports clubs, community groups, recruitment agencies.

Staff, Councillors, Other Local Authorities, Residents, General Public, Charities, Sports Clubs, Community Groups, Contractors, Businesses, Volunteers

6. 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. *(Please list all reasons).*

Local Resident Concerns – Gmail, correspondence folder

Management of Council facilities – Gmail, leaflets, laptop, website (held for statutory purposes and to advertise facilities).

Services – Gmail, contract folder, correspondence folder, laptop, website, online banking (held for contractual purposes and payments)

Staff – Gmail, HMRC Payroll software, laptop, website, online banking (held for transparency purposes, salaries, and payments)

Councillors – Gmail, laptop, website, online banking (held for transparency purposes and expenses payments)

Contract Management – Gmail, contract folder, correspondence folder, laptop, website, online banking (held for contractual purposes and payments)

Performance of Statutory Functions – Gmail, correspondence folder, laptop, website, online banking (held for contractual purposes and payments)

- 7. 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.

Public, Councillors, Staff, Contractors, Pension Provider, HMRC

- 8. Do the Council minutes contain personal data?**

No; the press and public are excluded from the meeting when confidential and commercially sensitive matters are discussed, and information is not available for public inspection thereafter. Members of the public are not mentioned during the public session.

- 9. Does the Council ever send personal data overseas and if so where to and 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?

Only to the general public who reside overseas and have made an enquiry by email or are able to view the website.

- 10. Does the Council collect any sensitive personal data?** See definition above.

Yes.

- 11. 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. (Please list anything else)

Current staff personal data is held for three years following departure from the Council. Councillor information is retained until the next ordinary election.

PART C: 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.

- 12. Who does the Council keep personal data about?** e.g. tradesmen, recruitment agencies, surveyors, architects, builders, suppliers, advisors, payroll processor. (Please list any others)

Contractors, businesses, solicitors, suppliers of goods and services, service providers, volunteers

- 13. 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. (Please list any others).

Name, address, email, telephone number(s), PLI schedules (if applicable), risk assessments (if applicable), method statements (if applicable), staff employment documents including qualifications and CV.

14. Where does the Council get the data from? e.g. the individuals, suppliers. (Please list any others).

Individuals, businesses, goods providers, service providers.

15. 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. (Please list any other reasons).

Maintenance and repairs contracts, goods and services, legal matters, payment for good / services, tenants leasing or renting land, service agreements.

PART D: GENERAL QUESTIONS ABOUT PERSONAL DATA

16. How does the Council store the personal data collected?

Clerks home office, laptop, website, memory stick, outlook, folders

17. Does the Council take any steps to prevent unauthorised use of access to personal data or against accidental loss, destruction, or damage? If so, what?

Archived information is stored at the County Archives in Taunton. Some current information is stored at the Clerk's home address. Insurance cover is in place for indemnity but there are no possible methods to safeguard against accidental loss, destruction, damage, or theft.

18. How does the Council manage access to data?

The Clerk's home office is not accessible to members of the public or visitors and information at the Clerk's home is stored upstairs.

19. What is the process involved in giving access to staff or Councillors?

The Clerk is the only member of staff and Councillors are made aware of any confidential information which is not available for public inspection.

20. Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.

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21. Who has access to / is provided with the personal data (internally and externally)?

Clerks, Office Staff, Councillors, Contractors, other Local Authorities

22. Is there an authorisation procedure for accessing personal data? If so, please provide details.

The Council has a Privacy Policy

23. Does the Council provide a copy of all existing privacy notices?

The Privacy Notice is displayed on the website.

24. 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.

No

25. Does the Council have any policies, processes, or procedures to check the accuracy of personal data?

No

26. In the event of a data security breach occurring, does the Council have in place processes or procedures to be followed? What are these?

Personal Data Breaches policy to be adopted

27. 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? Is this procedure contained in a written document?

Subject Access Policy (SAR) to be adopted

28. 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.

Not applicable

29. Are cookies used on our Council Website?

Yes

30. Does the Council provide information about the cookies used and why they are used?

Yes

31. Does the Council keep a record of consents provided by users to the cookies?

No

32. Does the Council allow individuals to refuse to give consent?

Not applicable

33. Does the Council have website privacy notices and privacy policies?

Yes

34. What data protection training do staff and Councillors receive?

The Deputy Clerk has received training on GDPR and Data Protection

35. Does anyone in the Council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date?

The Clerk, and the Chair.

36. What does the Council do about archive, retention, or deletion of personal data?

Archived information is stored at the Council Archives in Taunton. The Council follows the Retention and Disposal Policy.

37. How long is personal data kept before being destroyed or archived?

Obsolete emails are deleted and correspondence is shredded after 6 months from receipt. Information is only kept for as long as it is required.

PART E: MONITORING

38. 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:

- **Computer networks and connections**
- **CCTV and access control systems**
- **Communications systems (e.g. intercom, public address systems, radios, walkie-talkies)**
- **Remote access systems**
- **Email and instant messaging systems**
- **Telephones, voicemail, mobile phone records**
- **(Please list anything else)**

The Clerk and Councillors are responsible for ensuring the items listed are kept up to date and information via communication systems are stored and / or deleted when necessary.

39. Does the Council have notices, policies, or procedures relevant to this monitoring?

Social Media Policy