



Waltham on the Wolds & Thorpe Arnold Parish Council

servicing our Parish Community

Data Audit Policy

Data Auditor Role

Nancy Denny Clerk

Telephone: 07484 929399

Email: clerk@wotwatapc.org.uk

What data is held?	Where did the data come from?	Is the data sensitive?	Has there been positive unambiguous consent?	Why is it kept?	What is the legal basis for keeping it?	How long does it need to be kept? Is it secure?	Is it kept securely?	Is there a procedure for checking its accuracy?	Will the data be shared with anyone?	If shared, has the external source confirmed their security procedures?	If high risk to individuals, is a further Data Impact assessment needed
Contractors and supplier contact details	Contractors and suppliers	No	No	Communication and payment	Contractual necessity	Until contract ends plus 7 years	On password protected laptop and in locked premises	No formal procedures in place	No	N/A	N/A
Councillors names, addresses and pecuniary interest details	Individual Councillors	No	No - consent is not an appropriate legal basis to process personal data for staff or Councillors	Communication	Legal obligation (discharge of Councils statutory functions and powers)	Until end of term of office	On password protected laptop and in locked premises	No formal procedures in place	The pecuniary interests will be shared with appropriate redactions	N/A	N/A
Names and addresses of Council volunteers	Individual	No	No	Communication	Legal obligation (discharge of Councils statutory functions and powers)	Until resignation	On password protected laptop and in locked premises	No formal procedures in place	No	N/A	N/A



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Employees	Employee	Yes	No - consent is not an appropriate legal basis to process personal data for staff or councillors	Necessary for office administration	Legal obligation (compliance with employment and equality law and reporting to HMRC)	Until resignation and payment details kept for a further 7 years	On password protected laptop and in locked premises	No formal procedures in place	Payroll provider and HMRC	Currently no	No
Contact details of current allotment holders	Tenant	No	No	For communication and collection of rents	Legal obligation (discharge of Councils statutory functions and powers)	Until plot relinquished	On password protected laptop and in locked premises	Annually on payment of rent	No	N/A	N/A
Contact details of parishioners' allotment waiting list	Prospective tenants	No	No	To keep a record of demand	Legal obligation (discharge of Councils statutory functions and powers)	Until allocated a plot	On password protected laptop and in locked premises	No - checked on plot allocation	No	N/A	N/A
Contact details of people on affordable housing list	Prospective tenants	No	No	To keep a record of demand	Legal obligation (discharge of Councils statutory functions and powers)	Until allocated a dwelling or until they ask to be removed from the list	On password protected laptop and in locked premises	No formal procedures in place	Yes Melton Borough Council	Currently no	N/A



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Contact details of various useful contacts ie potential suppliers, LCC etc	Business communications	Not known	No	Business communication	Legal obligation (discharge of Councils statutory functions and powers)	Until we are asked to remove it	On password protected laptop and in locked premises	No formal procedures in place	Parish Councillors	No	N/A
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This document was adopted by the Council at its meeting held 21st November 2024. To be reviewed June 2025.

Signed _____ Chairman