

## Wormegay Parish Council Data Audit

**Date of Audit:** Jan 2025

**Conducted by:** Clerk to the Council

### 1. Personal Data Held by the Council

Type of Data	Source	Purpose for Holding	Storage Method	Retention Period	Shared With
Names of councillors	Councillors	Administrative purposes, contact and records	Secure electronic storage	Duration of term + 1 year	ICO, website (where applicable)
Contact details of residents	Residents (direct communication)	Responding to queries, consultation, or service provision	Secure email and hard copies	1 year unless ongoing query	Parish Council, District or County Council (with consent)
Names and details of allotment holders	n/a	n/a	n/a	n/a	n/a
Burial records	Burial applications, funeral directors, families of the deceased	Legal obligation to maintain burial records, ensure accurate record-keeping of interments, and respond to enquiries.	Secure physical registers, to be stored in fire proof storage	Permanent (in line with LACO 1977 requirements for burial records)	Parish Council, relevant councils, MoJ, ICCM (if needed).
Financial details	Residents, staff, suppliers	Payments, payroll, and invoicing	Secure accounting software	7 years (legal obligation)	Bank, auditors
Email addresses	Residents and other authorities	Communication and correspondence	Secure email system	Duration of correspondence	None unless resolving query
Names and contact details of volunteers	Volunteers (direct communication)	Coordination of volunteer activities, contact in emergencies	Secure email system, physical records	Duration of volunteering	None unless legally required

Type of Data	Source	Purpose for Holding	Storage Method	Retention Period	Shared With
Children's data	Parents/Guardians	Consent-related or community engagement purposes	Secure electronic or hard copy	Until purpose is fulfilled	None

## 2. Data Collection and Consent Mechanisms

- **Privacy Notices:** Issued for specific activities for example allotment agreements or mailing lists.
- **Consent Records:** Maintained for activities relying on consent (e.g., newsletters).
- **Sources:** Direct communication, referrals from District/County Council, and family members.

## 3. Risk Assessment

Risk	Mitigation Measures
Unauthorised access to data	Use of secure passwords, regular audits.
Data breach	Reporting and investigation policy in place.
Loss of physical records	Storage in clerks home, digitisation where possible.

## 4. Data Disposal Procedures

Type of Data	Disposal Method
Electronic records	Secure deletion from devices and backups.
Physical documents	Shredding and secure disposal.

## 5. Data Sharing

Third Party	Purpose of Sharing	Data Shared	Consent Mechanism
Borough/County Council	Resolving queries, statutory reporting	Names, contact details (as needed)	Written consent
Bank	Processing payments	Financial details	Consent or contractual
Auditors	Statutory audits	Financial records	Legal requirement

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## 6. Review Schedule

- **Annual Review Date:** January every other year.
- **Trigger Points for Additional Reviews:** Introduction of new activities, receipt of ICO guidance updates.

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## 7. Actions and Recommendations

- Ensure bi-annual review is completed and minuted.
- Provide regular training to councillors and staff on data protection principles.
- Continue maintaining and updating privacy statements and notices as required.

Signed by Locum Clerk to Wormegay Parish Council - *Sharon Sweet*