

Personal Data Audit Questionnaire

Introduction

This questionnaire is designed to help councils (and parish meetings) 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.

The generic phrase "council" has been used to refer to the data controller (see glossary below) using the questionnaire.

Key Definitions

- **"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 covers 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 of 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.	1. Person completing questionnaire a) Name. b) Role. c) Telephone number. d) Email.	a) Marie Brady b) Parish Clerk responsible for Data Protection c) 07889840143 d) Clerk@tathamparishcouncil.org.uk
2.	Data controller (e.g. name of local council or parish meeting)	Tatham Parish Council
3.	Date you completed this questionnaire	March 2026

Part B: COMMUNICATING PERSONAL DATA

4.	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. <u>[Please list all reasons]</u>. 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. If so for what reason: e.g. for Safeguarding compliance; physical or	Personal data held by Tatham Parish Council and where it comes from - Names and email addresses of people who have signed themselves up to receive the newsletter or planning notifications. - Email addresses, phone numbers and addresses provided by Footpath volunteers. - Email addresses, phone numbers and addresses of people who have registered an accident linked to Parish Council activities - Photos of volunteers taken during volunteer's activity completed on behalf of the council. - Name. Address and Bank details of people who have received a payment, including grants, from the Parish Council, - Email addresses of people or organisations who have contacted the Council directly to provide information or raise a question/complaint. Why do Tatham Parish Council collect or process the data? - To send out communications via email to those who have requested it. - To register reported accidents in the Accident Book - To co-ordinate Footpath Volunteer activities. - To update the website with reports of Parish Council activity. - To respond to residents' requests, concerns and queries. Who does Tatham Parish Council disclose Personal data to? - Tatham Parish Council may disclose personal data to the clerk or councillors to assist in the completion of Parish Council activities. - Tatham Parish Council may pass personal data to Lancaster City or Lancashire County Council to complete its own activities or those required to assist with a Parishioner's request. Council and Parish Council Minutes DO NOT contain personal data. The Parish Council does not send personal data overseas but its website can be viewed from
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	mental health data relating to staff; racial and ethnic origin relating to equal opportunities monitoring. [Please list anything else]	overseas. The Parish Council does not collect any sensitive personal data.
Part C: SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH		
5.	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. [Please list any others] 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. [Please list any others] c) Where does the council get the data from? E.g. the individuals, suppliers. [Please list any others] 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. [Please list any other reasons].	Which individuals who supply a service does Tatham Parish Council keep personal data about? • The Parish Lengthsman • The Clerk • The Responsible Financial Officer What sort of information does the Council keep? • Name, address, bank and National Insurance details. Where does the Parish Council get the data from? • The individuals supply the data. Why does the Council Collect and process the data? • To pay its staff and provide any data required by HMRC.

Part D: GENERAL QUESTIONS ABOUT PERSONAL DATA

6.	a) How <u>does the council</u> store the personal data collected? b) <u>Does the council</u> take any steps to prevent unauthorised use of or access to personal data or against accidental loss, destruction or damage? If so, what? c) How <u>does the council</u> manage access to data – what is the process involved in giving access to staff or councillors?	Newsletters and Planning Notifications - Personal data gathered for distributing the Newsletter and Planning Notifications is held within the Parish Council account on the Mailchimp application. This account is accessed solely by the Councillor responsible for Communications, using Two Factor Authentication. The data is backed up by Mailchimp and Mailchimp operate under their own Privacy Policy. Parish Council Email Accounts - Personal data gathered by the Clerk and Councillors as part of day-to day Council Activities is stored within their individual Parish Council Email accounts. The Clerk and Councillors have access to their individual email accounts via specific named accounts and passwords. All email accounts are hosted by Patrick Internet who operate under their own Privacy Policy. Parish Website - Some personal data may be uploaded onto the website with the individual's permission, The clerk and the Councillors responsible for the Website have access to the administrative functions of the Website via individual logon ids and a passwords. The Website is hosted by Patrick Internet and backed up onto the Parish Council Google Drive. Parish Council Google Drive - Some personal data may be stored on the Google Drive as part of Parish Council Activities. Nominated Councillors and the Clerk have access to the Google drive via a logon id and password Unity Trust Bank - Personal details of the Responsible Financial Officer are held on the Unity Bank system as they act as the manager of the account. The name and account details of beneficiaries of grants and payments are held on the system against the Tatham Parish Council Account. The Responsible Financial Officer and nominated Councillors have access to the Unity Trust Bank online systems via individual logon, password and 2FA. The system is Hosted by Unity Trust Bank themselves. Scribe Accounts - This system is hosted online and personal details of the Responsible Financial Officer are held on the system as they manage the account. The Responsible Financial Officer has access to the Scribe Accounts Application via an individual logon password and 2FA. Parish Council Hard Drive - The Parish Council has a stand-alone hard drive to hold copies of all the Parish Council documentation. This will contain some personal details of the Clerk, Councillors and individuals who have had dealings with the Parish Council. The Hard drive is protected by a password.
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7.	a) Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.	Newsletters and Planning Notifications - Individuals can update their own details stored for the purpose of distributing newsletters and planning applications by selecting the link at the bottom of all emails they receive. This includes unsubscribing from the distribution list. Records of any individuals who unsubscribe will be manually permanently deleted from the Mailchimp Account 3 months after they unsubscribe. Parish Council Emails, Website, Unity Bank, Scribe Accounts and Google Drive - Individuals can request that their personal data held by the Parish Council be deleted by sending a written request to the clerk. This will be considered and if data is not required to be retained for regulatory purposes or the management of the Council's activities, it will be deleted from all Council electronic sources.
8.	a) Who has access to / is provided with the personal data (internally and externally)? b) Is there an authorisation procedure for accessing personal data? If so, please provide details.	The Clerk and Parish Councillors have access to personal data held to help manage Parish Council activities. No additional authorisation procedure is necessary on top of those described in item 6 above.
9.	Does the council provide a copy of all existing privacy notices?	The Parish Council holds a copy of its Privacy Notice on its website.
10.	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.	As far as Tatham Parish Council is aware no data has been gathered for one purpose and used for another.
11.	Does the council have any policies, processes or procedures to check the accuracy of personal data?	Personal data held for distributing Newsletters and Planning Notifications is updated by the individuals themselves, as required. No other procedures are required.
12.	a) In the event of a data security breach occurring, does the council have in place processes or procedures to be followed? b) What are these?	The process to be followed is included in the Data Protection Policy
13.	a) 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? b) Is this procedure contained in a written document?	A subject access request can be made to the Clerk via letter or email. The process to be followed is included in the Data Protection Policy
14.	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	Newsletters and Planning Notifications - Individual's consent is recorded within the Mailchimp Account. Which indicates that they have all signed up via a Hosted Signup form. Footpath Volunteers - Individual's consent is requested when their details are provided for contact purposes and they have the option to request they be removed from the distribution list at any time.

15.	a) Are cookies used on our council website? b) Does the council provide information about the cookies used and why they are used? c) Does the council keep a record of the consents provided by users to the cookies? d) Does the council allow individuals to refuse to give consent?	• Cookies are used on the Parish Council Website. • Information about the Cookies and how they are used is included on the website. • The Parish Council does not keep a record of the consents provide by users to the cookies. • The council allows individuals to refuse to give consent to all but the 'Necessary' cookies.
16.	Does the council have website privacy notices and privacy policies?	This is covered by the Privacy Notice available on the website.
17.	• What data protection training do staff (e.g. council administrator, hall bookings secretary) and councillors receive? • What does the training involve?	All Councillors are provided with copies of all the Data Protection documentation and have attended an online training session to provide an overview to GDPR and how it affects Parish Council activities, along with a guide to the Parish Council documentation.
18.	a) Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date? b) If so, how regularly are these activities carried out?	• Data held in Mailchimp is reviewed by the Councillor responsible for Communications once every two months. • Information on the Website is under constant review and any personal data related to the Clerk or Councillors is updated as soon as it becomes available.
19.	a) What does the council do about archiving, retention or deletion of personal data? b) How long is personal data kept before being destroyed or archived? c) Who authorises destruction and archiving?	• Data held in Mailchimp is manually deleted by the Councillor responsible for Communications three months after an individual has unsubscribed. • Data held on the Google drive is reviewed when new data is added to it, to check if anything needs to be deleted. • Data received by email is retained while used for the purpose it was sent and will be permanently deleted in accordance with the Data Retention Policy and the Data Protection and Privacy Policy.

Part E MONITORING		
20.	a) 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: (i) computer networks and connections (ii) CCTV and access control systems (iii) communications systems (e.g. intercom, public address systems, radios, walkie-talkies) (iv) remote access systems (v) email and instant messaging systems (vi) telephones, voicemail, mobile phone records [Please list anything else]. b) Does the council have notices, policies or procedures relevant to this monitoring?	• Tatham Parish Council does not run any systems. It does make use of other 3rd party hosted systems including; Google, Mailchimp, Patrick Internet, Unity Trust Bank and Scribe Accounts.