Collingbourne Kingston
Parish Council

GDPR Data Audit

01/02/2025-VC-DA-06

Data Audit

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Issue State			
Issue Number	Issue Date	Issue Number	Issue Date
VC-DA-01	Adopted 01/06/2018	01	01/06/2018
VC-DA-02	Adopted 01/06/2020	01	01/06/2020
VC-DA-03	Adopted 01/06/2021	01	01/06/2021
VC-DA-04	Adopted 10/10/2022	01	01/10/2022
VC-DA-05	Adopted 08/11/2023	01	08/11/2023
VC-DA-06	Adopted 01/02/2025	01	01/02/2025
This document is next due for review on : 01/10/2025			

Note:
This is the controlled version of the GDPR Data Audit document which is intended to be viewed on the Collingbourne Kingston Parish Council website (www.collingbournekingston.org.uk).

For further details or information concerning this document please contact the Parish Clerk on clerk@collingbournekingston.org.uk

Audit Questions & Answers

Part A:	**YOUR INFORMATION**	
1.	**1. Person completing questionnaire** a) Name. b) Role. c) Telephone number. d) Email.	**a) Richard Semple** **b) Chairman/Controller** **c) 07771 765420** **d) chair@collingbournekingston.org.uk**
2.	Data controller (e.g. name of local council or parish meeting)	**Collingbourne Kingston Parish Council**
3.	Date you completed this questionnaire	**30/05/2018** **No change since original**
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.	Name, email address and telephone number
	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.	Staff i.e. Council Clerk, Councillors and Suppliers
	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.	Management of council facilities, services and staff
	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	The Chairman and RFO
	e) Do the council or parish meeting minutes contain personal data?	No
	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?	No No

	g) <u>Does the council</u> collect any sensitive personal data? see definition above. 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.	
<u>Part C:</u>	**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.	Tradesman, Contractors
	<u>b) What type of personal data does the council keep?</u> E.g. name, contact details, qualifications, financial details, details of certificates and diplomas, education and skills.	Name, Contact details, email addresses
	<u>c) Where</u> does **<u>the council get the data from?</u>** E.g. the individuals, suppliers.	Tradesman, Contractors
	<u>d) Why does the council collect or process the data?</u> E.g. council property maintenance and repairs and management of council facilities pay and manage staff.	Management of council facilities
<u>Part D:</u>	**GENERAL QUESTIONS ABOUT PERSONAL DATA**	
6.	a) How <u>does the council</u> store the personal data collected?	Cloud (dropbox)
	b) D<u>oes 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?	Yes (authorised access only for RFO and Clerk)
	c) How <u>does the council</u> manage access to data – what is the process involved in giving access to staff or councillors?	Password access to selected councillors
7.	a) Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.	Archiving
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.	Chairman, RFO and Clerk
9.	Does the council provide a copy of all existing privacy notices?	Yes
10.	So far as the council is aware, has any personal data which was gathered for one purpose been used for	No

	another purpose (e.g. communicating council news?) If so, please provide details.	
11.	Does the council have any policies, processes or procedures to check the accuracy of personal data?	No
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?	Yes Data Breach 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?	No but as the Chairman, RFO and Clerk have access to personal data they are able to provide this at any time No
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	No
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?	No N/A N/A N/A
16.	Does the council have website privacy notices and privacy policies?	N/A
17.	a) What data protection training do staff (e.g. council administrator, hall bookings secretary) and councillors receive? b) What does the training involve?	DPO review and explanation of the Data Protection policy and breach policy Yearly review and update of policies
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?	Parish Clerk When contractor and supplier invoices are paid
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?	Follows the archiving policy As per the archiving policy Chairman
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	N/A

	(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 b) Does the council have notices, policies or procedures relevant to this monitoring?	N/A

Adopted: Dated:

12/02/25

Signed by the Chairman

On behalf of the Parish Council