



## Data Audit

### Legislation

The purpose of a data audit is to find out what data Hannington Parish Council is processing, what is it used for, where it is located and who has access to it. It is an important step in assessing whether there are any risk in the type of process the Council carries out. This document should be read in conjunction with existing policies, Privacy, Data Protection & Document Retention.

| Document                                                 | Personal detail held             | Purpose                                                                                                    | How it is held | Legal Basis       | Length of time to be held                                        | Shared with                                        | Purpose of sharing                        |
|----------------------------------------------------------|----------------------------------|------------------------------------------------------------------------------------------------------------|----------------|-------------------|------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------|
| <b>Contractors/Procurement</b>                           |                                  |                                                                                                            |                |                   |                                                                  |                                                    |                                           |
| Contractors providing goods or services for the Council. | Contact details.                 | Contractual.                                                                                               | Electronic.    | Contract.         | Contract period + 3 years.                                       | Not shared.                                        | N/A                                       |
| Invoices.                                                | Goods/services received/supplied | As a record/ for financial purposes.                                                                       | Electronic.    | Legal obligation. | 6 years.                                                         | Parish Council bank signatories/ Internal auditor. | Authorise payments/ Financial governance. |
| Paying for goods.                                        | Bank details.                    | For the payment of invoices for service or goods. Annual review and removal of details no longer required. | Electronic.    | Contract.         | Whilst providing service + one year after cessation of contract. | Parish Council bank signatories.                   | Authorise payments.                       |

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|----------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------|
| <b>Correspondence</b>                                                      |                                                                    |                                                                  |                                                                                                        |              |                                                                                                            |                                                                                   |                                 |
| Planning applications.                                                     | Personal details.                                                  | To assist planning applications recommendations                  | Electronic.                                                                                            | Public task. | Until after discussed at Council meeting.                                                                  | Links to information held on Swindon Borough Council website shared.              | Decision making.                |
| Correspondence from residents and address/email address/telephone numbers. | Personal details.                                                  | To respond to resident correspondence.                           | Electronic/<br>Hard copy.                                                                              | Public task. | 2 months after resolution.                                                                                 | Councillors as required.                                                          | To assist in resolving queries. |
| <b>Councillors</b>                                                         |                                                                    |                                                                  |                                                                                                        |              |                                                                                                            |                                                                                   |                                 |
| Application for co-option.                                                 | Contact details and reasons for wanting to be a parish councillor. | Reference.                                                       | Electronic.                                                                                            | Public task. | Until the end of the co-option process.                                                                    | Parish councillors - location and reasons only.                                   | Decision making.                |
| Declaration of interest forms.                                             | Pecuniary and other interests.                                     | Legal requirement.                                               | Hard copy held by Swindon Borough Council.<br>Electronic - added to SBC website and held by the Clerk. | Public task. | Length of time a councillor is a member of the Council.                                                    | Public via Swindon Borough Council website.<br>Link to information on PC website. | Public information.             |
| Councillors full contact list.                                             | Name, address, personal & council email and telephone number.      | Reference for councillors/Clerk to make contact with each other. | Electronic.                                                                                            | Public task. | To be updated/ amended as change dictates and kept for up to a year after a councillor leaves the Council. | Councillors.                                                                      | Contact and communication.      |

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|---------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------|
| <b>Councillors (continued)</b>                    |                                                 |                                                                                                                   |                                                  |                        |                                                                                                            |                                                 |                     |
| Councillors .gov email addresses.                 | Name.                                           | Reference for the public to contact councillors.                                                                  | Electronic/ hard copy (PC website/ noticeboard). | Public task.           | To be updated/ amended as change dictates and kept for up to a year after a councillor leaves the Council. | Public via website and noticeboard/ Councillors | Public information. |
| Photographs (where provided).                     | Identity.                                       | Reference for the public.                                                                                         | Electronic on website.                           | Public task.           | To be updated/ amended as change dictates and deleted as soon as the councillor leaves the Council.        | Public via website.                             | Public information. |
| <b>Emails</b>                                     |                                                 |                                                                                                                   |                                                  |                        |                                                                                                            |                                                 |                     |
| Staff and councillors using .gov email addresses. | Name, address, email address, telephone number. | Information sharing and communication between staff, councillors, statutory consultees and members of the public. | Electronic.                                      | Contract/ public task. | 2 months (or depending on subject).                                                                        | Parish Council.                                 | N/A                 |

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| <b>Insurance</b>                      |                                                                                                                   |                                                                  |                        |                   |                                                     |                                                                                            |                    |
| Insurance documents.                  | Insurance schedule.                                                                                               | To evidence sufficient insurance cover for the Council.          | Electronic.            | Legal obligation. | Until superseded by new policy.                     | Not shared.                                                                                | N/A                |
| <b>Members of the public</b>          |                                                                                                                   |                                                                  |                        |                   |                                                     |                                                                                            |                    |
| Electoral Register.                   | Names & addresses.                                                                                                | Reference.                                                       | Electronic.            | Public task.      | Current year only.                                  | Not shared. Swindon Borough Council share the information.                                 | N/A                |
| Enquiries from members of the public. | Name, address, email address, telephone number.                                                                   | To request information, pass on information or make a statement. | Electronic/ hard copy. | Public task.      | For as long as is necessary.                        | Not shared.                                                                                | N/A                |
| Funding applications.                 | Contact details, reason for requesting funding, other relevant details about the organisation making the request. | To consider requests for funding.                                | Electronic.            | Public task.      | 1 Year after application considered by the Council. | Details of name/group amount and reason only shared with councillors and on public agenda. | Decision making.   |
| Photographs.                          | Identity.                                                                                                         | Promotion of events and tasks undertaken.                        | Electronic.            | Public task.      | For as long as is necessary.                        | Public on website/ Facebook and promotional material.                                      | Promotion.         |

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| <b>Minutes</b>                                   |                                                                      |                                              |                                      |                   |                                                       |                                                                                                                       |                     |
| Minutes.                                         | Minutes for Council and committee meetings.                          | Record of decisions.                         | Electronic/ hard copy.               | Legal obligation  | Indefinitely                                          | Parish Council Website. Hard copy on parish noticeboard and held in parish office. Archived at Country Record Office. | Public information  |
| <b>Personnel – Staff</b>                         |                                                                      |                                              |                                      |                   |                                                       |                                                                                                                       |                     |
| Employment e.g. contract, pension, CV, appraisal | Contact details, National Insurance Number, employment history, etc. | Setting up and managing employment of staff. | Electronic / Hard copy.              | Legal obligation. | 6 years after employment with the Council has ceased. | Not shared.                                                                                                           | N/A                 |
| CV's & applications of job applicants.           | Contact details and personal details of employment history.          | Recruitment.                                 | Electronic / hard copy.              | Public task.      | 6 months after notifying unsuccessful applicant(s).   | Not shared.                                                                                                           | N/A                 |
| Employment – payment of salaries.                | Bank details.                                                        | Payment of salaries.                         | Electronic/ HMRC Basic tools online. | Legal obligation. | Duration of employment.                               | Parish Council bank signatories.                                                                                      | Authorise payments. |

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| <b>Volunteers</b> |                                    |                                           |                |              |                                         |                                                       |                            |
| Contact details.  | Names, address, and email address. | Contact for volunteer activities.         | Electronic.    | Public task. | Whilst active + 12 months after active. | Councillors as required.                              | Contact and communications |
| Photographs.      | Identity.                          | Promotion of events and tasks undertaken. | Electronic.    | Public task. | For as long as is necessary.            | Public on website/ Facebook and promotional material. | Promotion.                 |

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|-----------------------|------------------|
| Date of Audit         | 18 February 2026 |
| Date of adoption      | 2 March 2026     |
| Item number           | 98/26a           |
| Policy Version number | V1               |
| Date of next review   | February 2027    |