

Westerleigh Parish Council Data Audit for GDPR

Part A: YOUR INFORMATION	
1.	1. Person completing questionnaire a) Name. S Simmons b) Role. Parish Clerk/RFO c) Telephone number.07530 312700 d) Email.westerleighpc@gmail.com
2.	Data controller Westerleigh Parish Council
3.	Date you completed this questionnaire March-May 2018
Part B: COMMUNICATING PERSONAL DATA	
4.	<p>This section relates to communications with councillors, staff and local residents (including mailing lists) general public.</p> <p><u>a) What type of personal data does the council keep?</u> Names, addresses, emails, phone numbers for Councillors Staff Contractors Residents when investigating an issue Users of Council facilities such as playing fields Leaseholder of 1 council property</p> <p><u>b) Where does the council get the personal data from?</u> Councillors Staff Contractors Residents when investigating an issue Users of Council facilities such as playing fields Leaseholder of 1 council property</p> <p><u>c) Why does the council collect or process the data – what does the council do with the personal data?</u> For purposes relating to local resident concerns, management of council facilities, services and staff, contract management, performance of statutory functions.</p> <p><u>d) Who does the council disclose personal data to</u> One or more of: the public, councillors, staff contractors carrying out the work of the council, pension providers, HMRC,</p> <p><u>e) Do the council minutes contain personal data?</u> No</p> <p><u>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.</u> No and we do not use Cloud Storage</p> <p><u>g) Does the council collect any sensitive personal data?</u> see definition above. Not as a matter of course.</p> <p><u>h) If so for what reason?</u> If an employee was off sick then Health reports may be required</p>
Part C: SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH	

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5.	<p>About individuals or representatives of organisations which supply us with services such as for council repairs, or with whom we are in contact</p> <p>a) Who does the council keep personal data about? Tradesman who repair/inspect equipment Tradesman who empty bins and dog bins Tree surgeons/Arboricultural Ground work company IT suppliers (web host, web designer) Association contacts (NALC/ALCA/SLCC) Pension fund contacts South Glos Council contacts Other organisations we support eg CPRE Contacts at Village Halls</p> <p>b) What type of personal data does the council keep? Name, phone, email</p> <p>c) Where does the council get the data from? From each individual</p> <p>d) Why does the council collect or process the data? The data is only used for contact to enable ongoing council functions such as property maintenance and repairs, management of council facilities, pay and manage invoices, book facilities used by the council</p>
Part D: GENERAL QUESTIONS ABOUT PERSONAL DATA	
6.	<p>a) How <u>does the council</u> store the personal data collected The only place the data is stored is on the Parish Council computer , within the email system, and on the back up memory sticks, and in secure Clerk paper systems.</p> <p>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? The Parish Council computer and memory sticks are password protected, as is the email system. Papers are securely stored although paper is kept to a minimum. Details are destroyed when of no further use</p> <p>c) How <u>does the council</u> manage access to data Generally only the Clerk has access to this data</p> <p>d) What is the process involved in giving access to staff or councillors? A request would need to be made to the Clerk.</p>
7.	<p>a) Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details. Data is deleted or destroyed when of no further use or once a single use has happened</p>
8.	<p>a) Who has access to / is provided with the personal data (internally and externally)? Just the Clerk</p> <p>b) Is there an authorisation procedure for accessing personal data? If so, please provide details. The Clerk would deal with any request for data</p>
9.	<p>Does the council provide a copy of all existing privacy notices? The previous DP policy is on the council website</p>
10.	<p>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. Not to the best of my knowledge</p>
11.	<p>Does the council have any policies, processes or procedures to check the accuracy of personal data? For the small amount we use (immediate communication) it is checked immediately as it</p>

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	would be of no use if it didn't get us to the right person.
12.	In the event of a data security breach occurring, does the council have in place processes or procedures to be followed? We would contact the ICO with whom we are registered/licensed and follow their procedures
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? YES b) Is this procedure contained in a written document? Yes it is in the current Data Protection Policy on the council website
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 If residents attend a meeting and want information sending they fill in consent which is retained on the attendance sheet. These sheets are also for fire and emergency checks during the meeting should a situation arise.
15.	a) Are cookies used on our council website? YES – this is looked after by our web provider 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?
16.	Does the council have website privacy notices and privacy policies YES
17.	a) What data protection training do staff (e.g. council administrator, hall bookings secretary) and councillors receive? b) What does the training involve? Council staff and officers have received instructions regarding GDPR.
18.	a) Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date? Yes the Clerk b) If so, how regularly are these activities carried out? Ongoing
19.	a) What does the council do about archiving, retention or deletion of personal data? Data is deleted when no longer required. b) How long is personal data kept before being destroyed or archived? Data is deleted when no longer required c) Who authorises destruction and archiving? The Clerk
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 Use of Norton systems (ii) CCTV and access control systems NONE (iii) communications systems (e.g. intercom, public address systems, radios, walkie-talkies)NONE (iv) remote access systems NONE (v) email and instant messaging systems Spam and Phishing items are deleted or reported, unsubscribed where possible. (vi) telephones, voicemail, mobile phone records The only phone is a mobile. Messages are monitored daily and deleted once actioned. b) Does the council have notices, policies or procedures relevant to this monitoring? NO