# Personal Data Audit Questionnaire

1. To be used to help councils with their record keeping obligations under the GDPR.
2. 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.
3. The generic phrase “council” has been used to refer to the data controller (see glossary below) using the questionnaire.
4. Glossary
* "**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.

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 | **YOUR INFORMATION** |  |
|  | **1. Person completing questionnaire**a) Claudia Dicksonb) Parish clerkc) 01493 750254d) reppspc@yahoo.com |  |
|  | Data controller: Repps with Bastwick Parish Council |  |
|  | Date:…………………………… |  |
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 | **COMMUNICATING PERSONAL DATA** |  |
|  | This section relates to communications with councillors, staff and local residents (including mailing lists) and the general public. **a) What type of personal data does the council keep?**NamesContact details – addresses, phone numbers and email addressesBank details where needed to pay an invoice or reimburse expensesStaff : National Insurance Numbers and tax codes**b) Where does the council get the personal data from?**StaffCouncillorsResidentsOther local authoritiesCharities, sports clubs and community groupsOwners of a Grant of exclusive right of burialAllotment holders**c) Why does the council collect or process the data – what does the council do with the personal data?**For purposes relating to: Local resident concernsManagement of council facilities, services and staffContract managementPerformance of statutory functions**d) Who does the council disclose personal data to?**The publicCouncillorsStaff and contractors carrying out the work of the councilPension providersHMRCProspective employers **e) Do the council or parish meeting minutes contain personal data?**Staff names and contact detailsCouncillors’ namesNames of borough and county councillorsNames of residents or general public where required to address concerns or perform statutory functions**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.**No, although data may be sent via overseas servers through email.**g) Does the council collect any sensitive personal data?** Information on the physical or mental health of staff**h) If so for what reason?**To support staff |  |
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 | **SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH** |  |
|  | 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?**TradesmenSolicitorsSurveyorsArchitectsBuildersSuppliersAdvisers**b) What type of personal data does the council keep?**NameContact detailsQualificationsBank detailsDetails of certificates and diplomasEducation and skills**c) Where does the council get the data from?**The individualsThe suppliersThe contractors**d) Why does the council collect or process the data?**To carry out statutory functionsFor the maintenance, repair and management of council assetsTo make payments for services or goods |  |
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 | **GENERAL QUESTIONS ABOUT PERSONAL DATA**  |  |
|  | 1. **How does the council store the personal data collected**? Filing cabinets located at the clerk’s home

Computer located at the clerk’s homeAll documents and photos are saved to a memory stick.The council’s websitesLedgers and record booksOld Minutes are stored at the Norfolk Archive Office1. **Does the council take any steps to prevent unauthorised use of or access to personal data or against accidental loss, destruction or damage?** Access to the clerk’s home is managed by the clerk; there is no access by the general public to the clerk’s filing cabinets, ledgers or record books

Only the clerk has access to the memory stickThe clerk, Norfolk ALC’s IT officer and the website provider have administration access to the reppscumbastwickpc.norfolkparishes.gov.uk website1. **How does the council manage access to data?**Information will be shared with councillors and other local authorities only when necessary for the management of its functions

Councillors and staff will take care only to share information with the general public where necessary for the management of the council’s functions. The general public will be directed to the council’s websites where possible1. **What is the process involved in giving access to staff or councillors?**Councillors must request any information from the clerk

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|  | 1. **Do any procedures exist for correcting, deleting, restricting, personal data?** The clerk must be informed of all amendments required for personal data

Requests to delete personal information must be sent to the clerk in writing or by email |  |
|  | **Does the council provide a copy of all existing privacy notices?**All available on <http://reppscumbastwickpc.norfolkparishes.gov.uk/>  |  |
|  | **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?)** None known |  |
|  | **Does the council have any policies, processes or procedures to check the accuracy of personal data?** Staff and councillors must take care to check the accuracy of personal data before any storage or other processing |  |
|  | **In the event of a data security breach occurring, does the council have in place processes or procedures to be followed?**  Advice would be sought from the Norfolk Association of Local Councils and the Information Commissioner’s Office |  |
|  | 1. **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?**
* The DPO must be involved after the council becomes aware of a data breach.
* Councillors, staff, contractors and the council’s data processors will be briefed on personal data breach avoidance, and on what to do in the event that a breach occurs
* Examples of personal data breaches and steps to avoid them include:
	+ Emails and attachments being sent to the wrong person, or several people – it is easy to click the wrong recipient. Slow down, check thoroughly before clicking ‘send’
	+ The wrong people being copied in to emails and attachments. – Use BCC (Blind Carbon Copy) where necessary
	+ Lost memory sticks which contain unencrypted personal data – The council should put protocols in place for memory stick usage
	+ Malware (IT) attach – ensure up to date anti-virus software is in place.
	+ Equipment theft – check security provisions.
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|  | **Does the council have an internal record of the consents which the council has relied upon for processing activities?**  Copies of consent forms will be kept until no longer needed |  |
|  | **Are cookies used on the council website?** The website is administered by the Norfolk Association of Local Councils and hosted by Gallomanor. The Council has no access to information obtained by cookies on the website. The use of cookies is covered by the policies of Gallomanor. |  |
|  | **Does the council have website privacy notices and privacy policies?**Policies to be reviewed as appropriate |  |
|  | 1. **What data protection training do staff and councillors receive?** Clerk to attend relevant training as appropriate and to keep up to date by reading SLCC and NALC publicationsCouncillors to read all the council’s policies and to keep up to date by reading SLCC and NALC publications. Councillors may attend training as required
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|  | 1. **Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date**?

Clerk to review and manage data in accordance with council’s policy of data retention |  |
|  | 1. **What does the council do about archiving, retention or deletion of personal data?**
2. **How long is personal data kept before being destroyed or archived?** Accounts and financial records will be kept for 7 years

Accounts will be archived at the Norfolk Archive CentrePersonnel records will be kept for 7 years and/or for 2 years after a member of staff has left the council’s employmentInformation relevant to the council’s land and assets, including insurance matters, will be kept until it is clear that it is no longer neededInformal notes of parish council meetings will be destroyed after 12 monthsParish council minutes will be kept in perpetuityCopies of the electoral roll will be destroyed after 2 years |  |
|  | **MONITORING** |  |
|  | 1. 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:
2. computer networks and connections - none
3. CCTV and access control systems – n/a
4. communications systems (e.g. intercom, public address systems, radios, walkie-talkies) – n/a
5. remote access systems – only clerk has access
6. email and instant messaging systems – monitored by the clerk
7. telephones, voicemail, mobile phone records – n/a - the clerk’s phone is at her home address

 1. Does the council have notices, policies or procedures relevant to this monitoring? No
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|  | Reviewed and adopted:…………………………………..For Repps with Bastwick Parish Council | Date………….. |