

# DATA AUDIT POLICY

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## What data is held?

1. Contractors and suppliers
2. Councillors' names, addresses and pecuniary interest details
3. Name and addresses of individual Council volunteers
4. Employees
5. Contact details of current allotment holders – tenants
6. Contact details of parishioners' allotment waiting list – prospective tenants
7. Contact details of people on affordable housing list – prospective tenants
8. Contact details of various useful contacts i.e. potential suppliers, LCC etc. – business communications

## Is the data sensitive?

1. Contractors and suppliers - NO
2. Councillors' names, addresses and pecuniary interest details - NO
3. Name and addresses of individual Council volunteers - NO
4. Employees - YES
5. Contact details of current allotment holders - NO
6. Contact details of parishioners' allotment waiting list - NO
7. Contact details of people on affordable housing list – NO
8. Contact details of various useful contacts i.e. potential suppliers, LCC etc. – NOT KNOWN

## Has there been positive unambiguous consent?

1. Contractors and suppliers – NO
2. Councillors' names, addresses and pecuniary interest details – NO (*consent is not an appropriate legal basis to process personal data for staff or Councillors*)
3. Name and addresses of individual Council volunteers – NO
4. Employees – NO (*consent is not an appropriate legal basis to process personal data for staff or Councillors*)
5. Contact details of current allotment holders - NO
6. Contact details of parishioners' allotment waiting list – NO
7. Contact details of people on affordable housing list – NO
8. Contact details of various useful contacts i.e. potential suppliers, LCC etc. – NO

## Why is it kept?

1. Contractors and suppliers – communication and payment
2. Councillors' names, addresses and pecuniary interest details – communication
3. Name and addresses of individual Council volunteers – communication
4. Employees – necessary for office administration

5. Contact details of current allotment holders – for communication and collection of rent
6. Contact details of parishioners' allotment waiting list – to keep a record of demand
7. Contact details of people on affordable housing list – to keep a record of demand
8. Contact details of various useful contacts i.e. potential suppliers, LCC etc. – business communication

## What is the legal basis for keeping it?

1. Contractors and suppliers – contractual necessity
2. Councillors' names, addresses and pecuniary interest details – legal obligation (discharge of Council's statutory functions and powers)
3. Name and addresses of individual Council volunteers - legal obligation (discharge of Council's statutory functions and powers)
4. Employees – legal obligation (discharge of Council's statutory functions and powers)
5. Contact details of current allotment holders - legal obligation (discharge of Council's statutory functions and powers)
6. Contact details of parishioners allotment waiting list – legal obligation (discharge of Council's statutory functions and powers)
7. Contact details of people on affordable housing list – legal obligation (discharge of Council's statutory functions and powers)
8. Contact details of various useful contacts i.e. potential suppliers, LCC etc. – legal obligation (discharge of Council's statutory functions and powers)

## How long does it need to be kept secure?

1. Contractors and suppliers – until contract ends plus 7 years
2. Councillors' names, addresses and pecuniary interest details – until the end of term of office
3. Name and addresses of individual Council volunteers – until resignation
4. Employees – until resignation and payment details kept for a further 7 years
5. Contact details of current allotment holders – until plot relinquished
6. Contact details of parishioners' allotment waiting list – until allocated a plot
7. Contact details of people on affordable housing list – until allocated a dwelling or until they ask to be removed from the list
8. Contact details of various useful contacts i.e. potential suppliers, LCC etc. – until we are asked to remove it

## Is it kept securely?

1. Contractors and suppliers – on password protected laptop and in locked premises
2. Councillors' names, addresses and pecuniary interest details – on password protected laptop and in locked premises
3. Name and addresses of individual Council volunteers – on password protected laptop and in locked premises
4. Employees – on password protected laptop and in locked premises
5. Contact details of current allotment holders – on password protected laptop and in locked premises
6. Contact details of parishioners' allotment waiting list – on password protected laptop and in locked premises
7. Contact details of people on affordable housing list – on password protected laptop and in locked premises
8. Contact details of various useful contacts i.e. potential suppliers, LCC etc. – on password protected laptop and in locked premises

## Is there a procedure for checking its accuracy?

1. Contractors and suppliers – no formal procedures in place
2. Councillors' names, addresses and pecuniary interest details – no formal procedures in place
3. Name and addresses of individual Council volunteers – no formal procedures in place
4. Employees – no formal procedures in place
5. Contact details of current allotment holders – annually on payment of rent
6. Contact details of parishioners' allotment waiting list – no – checked on plot allocation
7. Contact details of people on affordable housing list – no formal procedures in place
8. Contact details of various useful contacts i.e. potential suppliers, LCC etc. – no formal procedures in place

## Will the data be shared with anyone?

1. Contractors and suppliers – NO
2. Councillors' names, addresses and pecuniary interest details – the pecuniary interests will be shared with the appropriate redactions
3. Name and addresses of individual Council volunteers – NO
4. Employees – payroll provider and HMRC
5. Contact details of current allotment holders – NO
6. Contact details of parishioners' allotment waiting list – NO
7. Contact details of people on affordable housing list – YES Melton Borough Council
8. Contact details of various useful contacts i.e. potential suppliers, LCC etc. – Parish Councillors

## If shared, has the external source confirmed their security procedures?

1. Contractors and suppliers – N/A
2. Councillors' names, addresses and pecuniary interest details – N/A
3. Name and addresses of individual Council volunteers – N/A
4. Employees – currently NO
5. Contact details of current allotment holders – N/A
6. Contact details of parishioners' allotment waiting list – N/A
7. Contact details of people on affordable housing list – currently NO
8. Contact details of various useful contacts i.e. potential suppliers, LCC etc. – NO

## If high risk to the individuals, is a further Data Impact assessment needed?

1. Contractors and suppliers – N/A
2. Councillors' names, addresses and pecuniary interest details – N/A
3. Name and addresses of individual Council volunteers – N/A
4. Employees – NO
5. Contact details of current allotment holders – N/A
6. Contact details of parishioners' allotment waiting list – N/A
7. Contact details of people on affordable housing list – N/A
8. Contact details of various useful contacts i.e. potential suppliers, LCC etc. – N/A

This document was adopted by the Council at its meeting held on 19<sup>th</sup> November 2020.

Signed \_\_\_\_\_ Chairman