

Rampton & Woodbeck Parish Council Personal Data Audit Questionnaire



- A. To be used to help councils with their record keeping obligations under the GDPR.
- B. 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.
- C. The generic phrase “council” has been used to refer to the data controller (see glossary below) using the questionnaire.
- D. 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 activities, information or orientation; genetic data; and biometric data.

| Part A: YOUR INFORMATION | | |
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| 1. | 1. Person completing questionnaire a) Name. b) Role. | a) Ed Knox b) Clerk to the Council |
| 2. | Data controller (e.g. name of local council or parish meeting) | Rampton & Woodbeck Parish Council |
| 3. | Date you completed this questionnaire | 02.03.2018 |
| 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. 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. c) Why does the council collect or process the data – what does the council do with the personal data? | 4a) Names, Addresses, phone numbers, email addresses, bank account numbers, sort codes, dates of birth, national insurance numbers of Councillors and staff members, passport numbers (Payroll) of staff members. Full Copy of The Electoral Roll, register of members interests, declaration of acceptance of office forms, 'fit and proper person declarations', Annual leave details for Staff Members, Staff and Councillors Training Records, Contact Details of District Cllr, County Cllr, Emergency Plan Coordinator, local MP, |

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| <p>For purposes relating to: e.g. local resident concerns, management of council facilities, services and staff, contract management, performance of statutory functions. [Please list all reasons].</p> <p>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</p> <p>e) Do the council or parish meeting minutes contain personal data?</p> <p>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>e.g. do any of your suppliers use 'cloud storage' and if so do you know where the personal data is located?</u></p> <p>g) Does the council collect any sensitive personal data? Race, Ethnic Origins, Religious and philosophical beliefs, trade union membership details, genetic data, biometric data, sex life activities, sexual information, sexual orientation and health records.</p> <p>h) 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. [Please list anything else]</p> | <p>List of people in the parish who have undertaken Defibrillator Training, Contact details for Chairman of Woodbeck Residents Association, CV's & Job Application details of current staff members, Application forms from current co-opted Cllrs, Tax Code information from HMRC relating to Staff Members, Contracts of employment for current staff members, Council Bank Statements which may contain reference to financial transactions with individuals, Remittance Advice Slips from Council land and property tenants, copies of cheques banked by the council from individuals, tenancy agreements between council and land/property tenants, Wage Slips of employees, Diary of Village Hall bookings with individuals, village hall hire agreements, email communications between members of the Neighbourhood Plan Committee, Emergency Plan Committee. Lottery License Return information from individuals who have held a lottery in the village hall, Lists of names, addresses email address of emergency plan response team and those in the parish with key skills (the full version is held by clerk and response team members only)</p> <p>4b) Staff, Councillors, Charities, Local Community Groups, District & County Council, Parish Council's Solicitor, land/property tenants, emails from members of the public.</p> <p>4c) local resident concerns, management of council facilities, services and staff, contract management, performance of statutory functions.</p> <p>4d) The Council only discloses personal data where necessary to the following the public, councillors, staff and contractors carrying out the work of the council, pension providers, HMRC, district & County Council, District and County Councillors</p> <p>4e) The historic minutes of the Parish Council from December 5th 1894 to the present day contain numerous references to personal individuals (some of whom will/may now be deceased). Future Minutes shall not contain names or information identifying anyone who is not a member of the parish council or its employees.</p> <p>4F) No, nothing is sent overseas</p> <p>4G) No, the council does not hold any of this information, however, the Coles', Moorpool, The Eyre St Thomas Day Charity, for which the Council is corporate trustee for, may hold some health and financial hardship records, these are held only by the clerk and kept discrete and private, this will be covered by separate questionnaire for the Charity.</p> <p>4H) As per 4Gone of the key purposes of the charity is to help individuals in need due to financial or health hardship and requires a certain amount of sensitive personal data to be able to meet its duties (as, when and if a person approaches the charity for assistance)</p> |
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| Part C: SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH | |
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| <p>5.</p> <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? e.g. tradesman, recruitment agencies, surveyors, architects, builders, suppliers, advisers, payroll processors. [Please list any others]</p> <p>b) What type of personal data does the council keep? e.g. name, contact details, qualifications, financial details, details of certificates and diplomas, education and skills. [Please list any others]</p> <p>c) Where does the council get the data from? e.g. the individuals, suppliers. [Please list any others]</p> <p>d) Why does the council collect or process the data? e.g. council property maintenance and repairs and management of council facilities, pay and manage staff. [Please list any other reasons].</p> | <p>5a) tradesmen (plumbers, builders, Joiners etc, Lee Hudson, Paul Crothers Ltd,) Grounds Maintenance Contractors for grass and hedge cuttings (Ulyetts & Hewitts), Members of the Public who volunteer their time on grounds maintenance (Barrie Doyle), , Notts Associations of Local Councils, Planning Services (Luke A Brown Neighbourhood Planning), Foy & Co Solicitors, Wardell Armstrong Ltd, Tarmac Ltd, Land/Building tenants and Village Hall Hirers,</p> <p>5B) Contact Name, email and phone number for Solicitor, Wardell Armstrong Land Agent, Tarmac Manager, Grounds Maintenance Volunteer, Grounds Maintenance Contractors. Insurance details of Contractors, for the Tradesmen we also hold bank detail information for payment</p> <p>5C) The representatives from the companies mentioned in 5B</p> <p>5D) To be able to manage council land, facilities, equipment, property etc and to be able to meet legal requirements for managing these assets, to be able to pay the tradesman and companies who provide the services to the council.</p> |
| Part D: GENERAL QUESTIONS ABOUT PERSONAL DATA | |
| <p>6.</p> <p>a) How <u>does the council</u> store the personal data collected?</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?</p> <p>c) How <u>does the council</u> manage access to data</p> <p>d) What is the process involved in giving access to staff or councillors?</p> | <p>6a & B) Bank Details and PAYE details (NI no's, Tax etc) are only held by the clerk and then they are only held in electronic secure places (internet banking and HMRC PAYE databases) which are password protected. The other personal data mentioned, names contact details etc are held whenever possibly electronically on email or USB memory stick. However, some records have to be kept in paper form to meet the statutory obligations of the financial auditor. Parish Councillors and other staff members may hold some personal contact information on emails and paper files, these are not shared to anyone outside of the parish council and its staff members.</p> <p>6C) Access to personal data is only given to bodies/companies outside of the parish council where absolutely necessary, eg to the external auditor, the HMRC, etc and then only the relevant information pertaining to those bodies is shared with them and nothing further.</p> <p>6D) The Clerk/RFO is the senior member of staff who has central access to most records to be able to undertake the statutory duties that the council may or must fulfil. The Clerk is aware of data protection rules and complies with these so that only personal data is shared within the council and outside of it when necessary.</p> |
| <p>7.</p> <p>a) Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.</p> | <p>7a) Yes – The Clerk updates contact lists and follows the guidance of NALC Legal Topic Note 40 Retention of Records regards destruction of council files and documents, nothing is kept beyond its use. However, the Clerk Cannot control what a particular Council member may or may not hold regards personal data, it is down to each individual councillor to ensure they do not disclose personal data to anyone who does not need valid access to it. The clerk updates master copies of personal data (eg the full copy of the emergency plan) upon receipts of new data and only issues it to those authorised to have access.</p> |
| <p>8.</p> <p>a) Who has access to / is provided with the personal data (internally and externally)?</p> <p>b) Is there an authorisation procedure for accessing personal data? If so, please provide details.</p> | <p>8a) Clerk, Village Hall Warden, Parish Councillors, District Councillor, County Councillor, Emergency Plan Coordinator, Chairman of the Neighbourhood Plan, Neighbourhood Plan Steering Group, Neighbourhood Plan Consultant, Council's Insurer, Council's Bank, HMRC, District Council (Planning Dept,</p> |

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| | | Electoral Dept), County Council, Councils Tradesmen/Contractors etc 8B) Yes, The Clerk controls who certain personal data is passed to and each Parish Councillor and staff member is aware that they must not share any personal data without permission. |
| 9. | Does the council provide a copy of all existing privacy notices? | 9a) No we did not have any before but will be introducing NALC Standard Toolkit Recommended ones before the GDPR becomes law on 25 th May 2018. |
| 10. | 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. | 10) No nothing that the Council or its employees is aware of |
| 11. | Does the council have any policies, processes or procedures to check the accuracy of personal data? | 11) The Village Hall warden is responsible for updating the any mistakes in the hall booking diary and lists with regards to user groups and hirers of the village hall, the Clerk updates all other master copies of records and the Council has a complaints procedure, petitions policy, freedom of information model publication scheme, |
| 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? | 12 A&B) At present The Council has no procedure for a data breach. To Comply with GDPR the Council will implement and follow the guidelines within the NALC GDPR Toolkit in relation to data breaches. |
| 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? | 13 A&B) At present the Council follows its 'Freedom of Information Act Model Publication Scheme' with relation to information SAR's however, it will also adopt the SAR Access Policy Template and utilise the Response Letter Templates when necessary provided by the NALC GDPR Toolkit |
| 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 | 14) NO At Present it has no consents, going forward the parish council will adopt the appropriate consent templates from the NALC GDPR Toolkit and use these in the appropriate circumstances. |
| 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? | 15a, b, c, d) NO At present the Council does not have its own dedicated website however, it is looking to potentially develop one with a company who designs and supports parish council websites, if possible it will not have cookies, if this is not possible and we have to have some cookies, the website support team will be asked to provide information to the public as to why the cookies are used and give the consent option and allow access users the right to refuse consent. |
| 16. | Does the council have website privacy notices and privacy policies? | 16) No not at present, the Council will adopt the privacy notices and policy and place these on the website. |
| 17. | a) What data protection training do staff (e.g. council administrator, hall bookings secretary) and councillors receive? b) What does the training involve? | 17a&b) The Staff and councillors have been issued all correspondence from NALC regards the GDPR, and a copy each of the GDPR toolkit and asked to read and learn what it is about, the Council have already had the Freedom of Information Model Scheme policy in force for some years and worked to update this in 2017. |
| 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? | 18a&B) The Clerk has overall responsibility for reviewing the master copies of personal data for relevance, accuracy and keeping it up to date, the village hall warden has responsibility for keeping the personal data of the hirers of the village hall. Cllrs also have responsibility to manage their own copies of any personal data relating to council business that they hold. This is done on an as and when basis, as new data comes to replace the old, the clerk also regularly checks records and only keeps things that are necessary and of legal requirement as per NALC legal topic note 40 Retention of Records and the timescales it quotes. |

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| 19. | <p>a) What does the council do about archiving, retention or deletion of personal data?</p> <p>b) How long is personal data kept before being destroyed or archived?</p> <p>c) Who authorises destruction and archiving?</p> | <p>19a, b&c the Clerk has overall responsibility for the archiving, retention or deletion of personal data of master copies, the clerk follows the guidance within NALC legal topic note 40 Retention of Records and the timescales it quotes, however, nothing is kept longer than is absolutely necessary. The Clerk is authorised to undertake the destruction and archiving tasks. Regards any copies of data that maybe held by individual councillors, it is their responsibility to only keep a copy when necessary and for as long as it is of relevance and then destroy their copy.</p> |
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Part E MONITORING

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| 20. | <p>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:</p> <ul style="list-style-type: none"> (i) computer networks and connections (ii) CCTV and access control systems (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 <p>[Please list anything else].</p> | <p>20) The Council has no CCTV or Access Control Systems, has no intercom, public address systems, radios, walkie-talkies, remote access systems, instant messaging service. The Clerk, Village Hall Warden and individual Cllrs do have voicemail facilities on all the telephones, however, they do not keep messages that pertain to council business and contain any reference to personal data longer than was necessary for them to hear the message. The email accounts of all cllrs and staff members are password protected and the council may intend to upgrade the email system to .gov.co.uk secure and supported services in due course. The computer/laptop used by the clerk is password protected at sign on but does not contain any parish council data on it, it is all stored on USB sticks, currently they are not password protected but council must look to upgrade these by 25th May 2018.</p> |
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