

Coles', Moorpool & The Eyre St Thomas Day Charity Personal Data Audit Questionnaire

- A. To be used to help charities with their record keeping obligations under the GDPR.
- B. This questionnaire is designed to help charities to audit their personal data. It is important that trustees and staff complete this form as comprehensively as possible. The purpose of a data audit is to find out what data the charity 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 charity carries out. For example, if the charity 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 charity may not know what risks it currently has with data.
- C. The generic phrase "charity" 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		
1.	1. Person completing questionnaire a) Name. b) Role.	a) Ed Knox b) Clerk to the Trustees
2.	Data controller (e.g. name of local charity or parish meeting)	Coles', Moorpool & The Eyre St Thomas Day Charity
3.	Date you completed this questionnaire	02.03.2018
Part B: COMMUNICATING PERSONAL DATA		
4.	This section relates to communications with trustees, staff and local residents (including mailing lists) general public. a) What type of personal data does the charity keep? e.g. name, contact details such as bank details. b) Where does the charity get the personal data from? e.g. staff, residents, other local authorities, charities and sports clubs, community groups, recruitment agencies. c) Why does the charity collect or process the data – what does the charity do with the personal data? For purposes relating to: e.g. local resident concerns, management of charity facilities, services and staff, contract management, performance of statutory functions. [Please list all reasons].	4a) Names, Addresses, phone numbers, email addresses, bank account numbers, sort codes, dates of birth, national insurance numbers of Trustees and staff members, passport numbers (Payroll) of staff member, 'fit and proper person declarations', Annual leave details for Staff Member, Staff and Trustees Training Records, Tax Code information from HMRC relating to Staff Members, Contracts of employment for current staff members, Charity Bank Statements which may contain reference to financial transactions with individuals, Remittance Advice Slips from Charity land and property tenants, copies of

<p>d) Who does the charity disclose personal data to? E.g. the public, trustees, staff and contractors carrying out the work of the charity, pension providers, HMRC, credit reference agencies, recruitment agencies, prospective employers</p> <p>e) Do the charity or parish meeting minutes contain personal data?</p> <p>f) Does the charity ever send personal data overseas and if so where to and to which organisation? This might include overseas companies providing database or email services. e.g. do any of your suppliers use 'cloud storage' and if so do you know where the personal data is located?</p> <p>g) Does the charity 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>cheques banked by the charity from individuals, tenancy agreements between charity and land/property tenants, Wage Slips of employee, email communications between trustees.</p> <p>4b) Staff, Trustees, Charities, Local Community Groups, District & County Charity, Parish Charity's Solicitor, land/property tenants, emails from members of the public.</p> <p>4c) local resident concerns, management of charity facilities, services and staff, contract management, performance of statutory functions.</p> <p>4d) The Charity only discloses personal data where necessary to the following the public, trustees, staff and contractors carrying out the work of the charity, pension providers, HMRC, district & County Charity, District and County Trustees</p> <p>4e) The historic minutes of the Parish Charity 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 charity or its employees.</p> <p>4F) No, nothing is sent overseas</p> <p>4G) No, the charity 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 4G one 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 CHARITY CONTRACTS WITH

<p>5. About individuals or representatives of organisations which supply us with services such as for charity repairs, or with whom we are in contact</p> <p>a) Who does the charity 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 charity 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 charity get the data from? e.g. the individuals, suppliers. [Please list any others]</p> <p>d) Why does the charity collect or process the data? e.g. charity property maintenance and repairs and management of charity facilities, pay and manage staff. [Please list any other reasons].</p>	<p>5a) 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, , Foy & Co Solicitors Land tenants,</p> <p>5B) Contact Name, email and phone number for Solicitor, 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 charity 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 charity.</p>
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Part D: GENERAL QUESTIONS ABOUT PERSONAL DATA

<p>6. a) How does the charity store the personal data collected?</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</p>
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	<p>b) Does the charity 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 does the charity manage access to data</p> <p>d) What is the process involved in giving access to staff or trustees?</p>	<p>(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 Trustees 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 charity and its staff members.</p> <p>6C) Access to personal data is only given to bodies/companies outside of the parish charity 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 charity 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 charity and outside of it when necessary.</p>
7.	<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 charity files and documents, nothing is kept beyond its use. However, the Clerk Cannot control what a particular Charity member may or may not hold regards personal data, it is down to each individual trustee 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>
8.	<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, , Charity Trustees,, Charity’s Insurer, Charity’s Bank, HMRC, 8B) Yes, The Clerk controls who certain personal data is passed to and each Trustee and staff member is aware that they must not share any personal data without permission.</p>
9.	<p>Does the charity provide a copy of all existing privacy notices?</p>	<p>9a) No we did not have any before but will be introducing NALC Standard Toolkit Recommended ones before the GDPR becomes law on 25th May 2018.</p>
10.	<p>So far as the charity is aware, has any personal data which was gathered for one purpose been used for another purpose (e.g. communicating charity news?) If so, please provide details.</p>	<p>10) No nothing that the Charity or its employees is aware of</p>
11.	<p>Does the charity have any policies, processes or procedures to check the accuracy of personal data?</p>	<p>11) Clerk updates all master copies of records of GDPR policies, freedom of information model publication scheme,</p>
12.	<p>a) In the event of a data security breach occurring, does the charity have in place processes or procedures to be followed?</p> <p>b) What are these?</p>	<p>12 A&B) To Comply with GDPR the Charity will implement and follow the guidelines within the NALC GDPR Toolkit in relation to data breaches.</p>
13.	<p>a) If someone asks for a copy of personal data that the charity holds about them, i.e. they make a ‘subject access request’, is there a procedure for handling such a request?</p> <p>b) Is this procedure contained in a written document?</p>	<p>13 A&B) At present the Charity 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</p>
14.	<p>Does the charity have an internal record of the consents which the charity has relied upon for processing activities? e.g. to send charity newsletters to residents</p>	<p>14) NO At Present it has no consents, going forward the parish charity will adopt the appropriate consent templates from the NALC GDPR Toolkit and use these in the appropriate circumstances.</p>
15.	<p>a) Are cookies used on our charity website?</p> <p>b) Does the charity provide information about the cookies used and why they are used?</p>	<p>15a, b, c ,d) NO At present the Charity does not have its own dedicated website however, it is looking to potentially develop one with a company who designs and supports parish charity websites, if possible it will not have cookies, if this is not possible and we have</p>

	<p>c) Does the charity keep a record of the consents provided by users to the cookies?</p> <p>d) Does the charity allow individuals to refuse to give consent?</p>	<p>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.</p>
16.	Does the charity have website privacy notices and privacy policies?	16) No not at present, the Charity will adopt the privacy notices and policy and place these on the website.
17.	<p>a) What data protection training do staff (e.g. charity administrator, hall bookings secretary) and trustees receive?</p> <p>b) What does the training involve?</p>	17a&b) The Staff and trustees 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 Charity have already had the Freedom of Information Model Scheme policy in force for some years and worked to update this in 2017.
18.	<p>a) Does anyone in the charity have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date?</p> <p>b) If so, how regularly are these activities carried out?</p>	18a&B) The Clerk has overall responsibility for reviewing the master copies of personal data for relevance, accuracy and keeping it up to date. Trustees also have responsibility to manage their own copies of any personal data relating to charity 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.
19.	<p>a) What does the charity 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>	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 trustees, 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.

Part E MONITORING

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> <p>(i) computer networks and connections</p> <p>(ii) CCTV and access control systems</p> <p>(iii) communications systems (e.g. intercom, public address systems, radios, walkie-talkies)</p> <p>(iv) remote access systems</p> <p>(v) email and instant messaging systems</p> <p>(vi) telephones, voicemail, mobile phone records</p> <p>[Please list anything else].</p>	20) The Charity 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 Trustees do have voicemail facilities on all the telephones, however, they do not keep messages that pertain to charity business and contain any reference to personal data longer than was necessary for them to hear the message. The email accounts of all trustees and staff members are password protected and the charity 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 charity data on it, it is all stored on USB sticks, currently they are not password protected but charity must look to upgrade these by 25 th May 2018.
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