

BURFORD PARISH COUNCIL

DATA AUDIT

Legislation

The purpose of a data audit is to find out what data Burford Parish 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 Parish Council carried out.

Document	Personal detail held	Purpose	How it is held	Legal basis	Length of time to be held	Shared with	Purpose of sharing
Personnel -Staff							
Employment e.g. contract, pension, CV, appraisal	Contact details, NI number, employment history, etc.	For setting up and managing employment of staff	Electronically/ hard copy	Legal obligation	Until six years after employment has ceased with the Parish Council.	Not shared	n/a
CVs and applications of job applicants	Contact details and personal details of employment history	Recruitment	Electronically/ hard copy	Public task	For six months after notifying unsuccessful applicant(s)	Not shared	n/a

Employment and payment of salaries	Bank details	Payment of salaries	Hard copy/online basic tools	Legal obligation	For duration of employment	Parish Council bank signatories	Authorise payment
Councillors							
Application for co-option	Contact details and reasons for wanting to become a parish councillor	Reference	Electronically/ hard copy	Public task	For three months after councillor vacancy filled	Not shared	n/a
	Pecuniary and other interests of parish councillors	Legal requirement	Electronically. Received by Clerk then sent to Shropshire Council	Public task	For length of time a councillor is a member of the Parish Council	On Shropshire Council's website	Public information
Contact list of councillors' details	Contact details	Reference – for the public to contact councillors	Electronically/ hard copy/ website	Public task	To be updated/ amended as change dictates and kept for a year after a councillor leaves the Parish Council	The public via website	Public information

Correspondence													
Planning Applications	Personal details	To assist planning application recommendations	Electronically	Public task	Until it has been discussed at Parish Council meeting	The public via website	Public information						
Correspondence from parishioners and addresses/ email addresses	Personal details	To respond to parishioners correspondence	Electronically/ hard copy	Public task	Six months	Staff/councillors as required	To assist in resolving queries						
Members of the public													
Electoral register	Names and addresses	Reference	Electronically	Public task	Current year (until new register is issued by the District Council)	Not shared: the District Council shares this document with the Parish Council	n/a						
Enquiries from members of the public	Contact details	To request information, pass on information or make a statement	Electronically/ hard copy	Public task	For as long as necessary	Not shared	n/a						
Grant applications	Contact details, reasons for requesting grant, other relevant details of organisation requesting grant	To consider requests for grants from local non-profit making organisations	Electronically/ hard copy	Public task	If grant is awarded, up to seven years for auditing purposes. If a grant is not awarded, up to one year	Not shared	n/a						

Meetings													
Minutes	Minutes from Parish Council meetings	Record of decisions	Electronically/ hard copy	Legal obligation	Indefinitely	Electronically on the Parish Council's website. Hard copies kept and displayed on two notice boards.	Public Information						
Contractors/Procurement													
Contractors providing goods or services to the Parish Council	Contact details, details of contract.	Contractual	Electronically/ hard copies	Contract	Life of the contract and up to 7 years for auditing purposes	Not shared	n/a						
Invoices	Goods, services received/ supplied	As a record and for financial purposes (annual return and audit)	Electronically/ hard copy	Legal obligation	Indefinitely	Not shared	n/a						
Paying for goods and services	Bank details	Bank details of contractors & suppliers are stored within the banking system. Annually following the audit the RFO to review and remove any details no longer in use	Electronically	Contract	Whilst providing services and for up to one year after cessation of contract	Not shares	n/a						

Emails	Staff and councillors using gov.uk email addresses	Names, email addresses, personal information	Information sharing and communication between staff, councillors, statutory consultees and members of the public	Electronically	Contract/ public task	For 6 months (some emails may be kept longer if its conflicts with the documents above)	Parish Council	n/a
Insurance	Insurance documents	Insurance schedule	To evidence sufficient insurance cover for the Parish Council	Electronically/ hard copy	Legal obligation	Until superseded by new policy paperwork	Not shares	n/a

Review

Annually, or as appropriate, the Parish Council will review and update this document.

Date of Policy	May 2026
Date of Adoption by Parish Council	14 May 2026
Policy Version	1
Date of Next Review	May 2027

Signed: _____ Chair, Burford Parish Council

Date: _____