

SOUTH WOOTTON PARISH COUNCIL DATA AUDIT

Person completing the Data Audit: Tracey Cornwell										
Role: Parish Clerk										
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What Data is held?	Where did the data come from?	Is the Data Sensitive? *	Has there been positive unambiguous consent? ie opt in consent	Why is it kept?	What is the legal basis for keeping it?	How long will the data be kept and is kept securely?	Is there a procedure for checking data accuracy?	Will the data be shared with anyone?	If the data is shared, has the external source confirmed its security procedures?	If the data is of high risk to individuals , is a further impact assessment needed?
Ground Maintenance Contractor and bank details	Contractor	No	No	To enable payment	Contractual necessity	Locked in office until contract ends	No	Barclays Bank to enable payment	All information secure	No
Employee bank details	Employee	Yes	No	To enable payment	Contractual necessity	Password/Code protected and locked in cabinet until contract ends	Yes at annual appraisal	Barclays Bank to enable payment	All information secure	No
Employee details	Employee	Yes	No - consent is not an appropriate legal basis to process personal data for staff	Necessary for office admin	Legal Obligation - comply with employment & equality law/report to HMRC	Password/Code protected and locked in cabinet until contract ends	Yes at annual appraisal	HMRC/ Pension/AVC Providers	All information secure	No
Councillors names, & contact details	Individual Councillors	Yes	No - consent is not an appropriate legal basis to process personal data for councillors	Communication	Legal Obligation (discharge of councils statutory functions & powers)	Whilst councillor is in post	Yes - annually	Residents	n/a	n/a

Contact details of Allotment holders	Allotment Tenant	Yes	No	Communication / to collect rent	Performance of contract legal obligation (discharge of councils statutory function and powers)	Until allotment plot contract is relinquished	Yes - annually on payment of rent	No	n/a	n/a
Contact details of residents on Allotment waiting list	Prospective Tenant	Yes	No	To keep a record of demand	Performance of contract legal obligation (discharge of councils statutory function and powers)	Until allocated an Allotment plot	No	No	n/a	n/a
Contact details of Village Hall hirers	Hire Form	Yes	No	Communication and Hire and to collect payment	Contractual necessity	Until the end of booking/contract.	No	No	n/a	n/a
Names & addresses of burial plot owners	Individual - Burial Plot Owner	Yes	no	To maintain complete burial records	Legal Obligation (discharge of councils statutory functions & powers)	Indefinitely – Books kept locked in Parish Office	No	No	n/a	n/a
Contact Details - Pavilion Users	Individual Pavilion User	Yes	No	Communication / to collect rent	Contractual necessity	Until end of booking / contract	Regular Wootton Park Meetings	No	n/a	n/a

Electoral Roll	Borough Council	Yes	No	For the purposes of Parish Council administration. eg, facilitating co-options (checking candidates are on the electoral roll), and to confirm that a resident wishing to purchase a plot in the cemetery is actually a resident (higher fee for non-residents)		Locked cabinet	n/a	No	n/a	n/a
Street Lighting Contractor	Contractor	No	No	To enable payment	Contractual necessity	Locked in office until contract ends	No	Barclays Bank	All information secure	n/a
Accident Book	Employees	Could be	Yes	Health & Safety reasons	Fulfil its duties as an employer	3 years from when the accident occurred. Book locked in Parish Office	No	No in general. Only shared if there is a claim made against the Parish Council which may need advice.	No	No
Parishioners Email address/telephone number	Individual	Yes	Yes	To contact/respond to or conduct the transaction requested by the individual.	To pursue its duties as a public body	Only until the query has been resolved. Word protected on laptop.	No	No	No not without consent	n/a

Adopted: 10.2.2026

Date of next review: February 2028