

## DATA AUDIT

The purpose of a data audit is to find out what data Bringtons 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 council carries out.

Document	Personal details held	Purpose	How it is held	Legal basis	Retention period	Shared with	Purpose of sharing
Employment records	Contact details, NI number, employment history	Manage employment	Electronic / hard copy	Legal obligation	6 years after employment ends	DM Payroll	Carrying out payroll
Job applicant CVs	Contact and employment history	Recruitment	Electronic / hard copy	Public task	6 months after the vacancy has been filled. Successful applicant becomes part of their employment record	Not shared	—
Salary payments	Bank details	Pay staff	Hard copy / online	Legal obligation	Duration of employment	Bank signatories	Authorise payment
Councillor applications	Contact details, application reasons	Reference	Electronic / hard copy	Public task	3 months after the vacancy has been filled. Successful candidate the length of time they are on the council	Not shared	—



**BRINGTONS**

Parish Council

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Declaration of interests	Financial and other interests	Legal requirement	Electronic / hard copy	Public task	Length of service	West Northamptonshire Council/ Public	Public information
Councillor contact list	Contact details	Public contact	Electronic / website	Public task	Up to 1 year after leaving	Public	Public information
Planning applications	Personal details	Planning recommendations	Electronic	Public task	Until discussed	Not shared	—
Parishioner correspondence	Contact details	Respond to enquiries	Electronic / hard copy	Public task	6 months	Staff / councillors	Resolve queries
Electoral register	Names and addresses	Reference	Electronic	Public task	Current year	Shared by West Northamptonshire Council	—
Grant applications	Contact and organisation details	Consider grants	Electronic / hard copy	Public task	Up to 7 years	Not shared	—
Meeting Agenda	Records	Record of meeting	Electronic / hard copy	Legal obligation	Indefinite	Public	Public information
Meeting minutes	Decisions and records	Record decisions	Electronic / hard copy	Legal obligation	Indefinite	Public	Public information
Contractor details	Contact and contract details	Procurement	Electronic / hard copy	Contract	Contract + 7 years	Not shared	—
Invoices	Financial transaction details	Financial records	Electronic / hard copy	Legal obligation	Indefinite	Not shared	—
Council email accounts	Names, emails, communications	Communication	Electronic	Contract / public task	For 6 months (some emails may be kept longer if it conflicts with the	Parish Council	—



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					documents listed above)		
Insurance documents	Policy details	Evidence cover	Electronic / hard copy	Legal obligation	Until replaced	Not shared	—