

WORLINGTON PC DATA AUDIT QUESTIONNAIRE

Part A: YOUR INFORMATION		
1.	1. Person completing questionnaire a) Name. b) Role. c) Telephone number. d) Email.	a) Joanna Priestley b) Clerk/RFO c) 07706 086985 d) worlingtonpc@outlook.com
2.	Data controller (e.g. name of local council or parish meeting)	Worlington Parish Council
3.	Date you completed this questionnaire	2 nd March 2023
Part B: COMMUNICATING PERSONAL DATA		
4.	This section relates to communications with councillors, staff and local residents (including mailing lists) general public. <u>a) What type of personal data does the council keep?</u> e.g. name, contact details such as bank details. <u>b) Where does the council get the personal data from?</u> e.g. staff, residents, other local authorities, charities and sports clubs, community groups, recruitment agencies. <u>c) Why does the council collect or process the data – what does the council do with the personal data?</u> 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]. <u>d) Who does the council disclose personal data to?</u> 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 <u>e) Do the council or parish meeting minutes contain personal data?</u> <u>f) Does the council ever send personal data overseas and if so where to and to</u>	a) Councillors; names, addresses, telephone numbers, email addresses, ROI Staff; Name, address, telephone number, email address, date of birth, NI Number, Bank Details Residents; Name, addresses, email addresses, Telephone numbers Public; None b) Councillors, staff, local authorities c) Services & Staff, contract and payroll management, performance of statutory functions, communication, Electoral Register, local resident concerns, management of Council facilities d) Public, Councillors, Staff, contractors, HMRC, SALC (Payroll), local authorities e) Names only. f) No

	<p><u>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? g) Does the council collect any sensitive personal data? see definition above. 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>g) No</p>
<p>Part C: SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH</p>		
<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 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] 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] c) Where does the council get the data from? e.g. the individuals, suppliers. [Please list any others] 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>a) contractors/suppliers who carry out services, SALC (Payroll) b) names, addresses, telephone numbers, email addresses c) the individual contractors or supplier, SALC d) Council property maintenance and repairs and supplies, Pay and manage staff</p>
<p>Part D: GENERAL QUESTIONS ABOUT PERSONAL DATA</p>		
<p>6.</p>	<p>a) How does the council store the personal data collected? b) Does the council take any steps to prevent unauthorised use of or access</p>	<p>a) Laptop, paper files, archive files at Suffolk Records Office</p>

	<p>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>b) Laptop is password protected, and only used by Clerk for Parish Council business. Virus protection is up to date and regularly run. The paper files are kept in a locked room, with only the Clerk having a key. Emails with personnel data are encrypted.</p> <p>c) The Clerk is the only person with access to the laptop and paper files.</p> <p>d) The Clerk is approved as the Date and RFO annually. Any Councillors given access would be approved formally at a full council meeting, and the data would be specified. The Clerk would then give access to the relevant data, and supervise. The data is not allowed to leave Council premises.</p>
7.	a) Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.	We have a Privacy Policy Statement. We have a policy for FOI requests.
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>a) Clerk internally. SALC has access to staff data for Pay management</p> <p>b) Data is authorised by consent form. And contracts are in place with processors (SALC)</p>
9.	Does the council provide a copy of all existing privacy notices?	Yes
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.	No
11.	Does the council have any policies, processes or procedures to check the accuracy of personal data?	Yes, we have a privacy policy and a retention policy.
12.	<p>a) In the event of a data security breach occurring, does the council have in place processes or procedures to be followed?</p> <p>b) What are these?</p>	a) Yes, b) we have a Privacy Policy and a security incident response policy
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',	a) Yes, b) Yes, we have a subject access policy

	<p>is there a procedure for handling such a request?</p> <p>b) Is this procedure contained in a written document?</p>	
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	Yes
15.	<p>a) Are cookies used on our council website?</p> <p>b) Does the council provide information about the cookies used and why they are used?</p> <p>c) Does the council keep a record of the consents provided by users to the cookies?</p> <p>d) Does the council allow individuals to refuse to give consent?</p>	a)
16.	Does the council have website privacy notices and privacy policies?	Yes
17.	<p>a) What data protection training do staff (e.g. council administrator, hall bookings secretary) and councillors receive?</p> <p>b) What does the training involve?</p>	<p>a) The Clerk has attended a GDPR Briefing provided by SALC/DPO, Further training is planned</p> <p>b) Understanding the new GDPR Regulations and how to meet the requirements. Guidance on what is personal data and sensitive data.</p>
18.	<p>a) Does anyone in the council 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>	<p>a) The Clerk/RFO</p> <p>b) Annually</p>
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>a) We have a retention policy.</p> <p>b) We follow Annex 1 of the NALC LTN 40.</p> <p>c) Full Council on report by Clerk. Archive records are stored at the Suffolk Records Office</p>
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>	a) i)

	<ul style="list-style-type: none">(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>b) Does the council have notices, policies or procedures relevant to this monitoring?</p>	
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GLOSSARY of terms

"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 or orientation; genetic data; and biometric data.