

# Wanborough Parish Council Data Audit

Description	Why is the data held and what is it used for	Basis for processing data (e.g. consent, legal obligation etc)	Who holds the data and who can access it?	What security controls are in place?	How long is data kept for?	Is this covered by our privacy notice?	ACTION REQUIRED
<b>Hard copy of Electoral Roll</b>	<i>Legal Duty</i>	<i>Legal obligation</i>	<i>Parish Clerk</i>	<i>Paper copy held in secured filing cabinet</i>	<i>One full year – destroy old copy when received latest</i>	<i>Yes</i>	<i>Check length of time to hold each years data</i>
<b>Soft copy of updates to Electoral Roll</b>	Legal Duty	Legal obligation	Parish Clerk	Held in secure online cloud folder using 3 <sup>rd</sup> party approved software	One full year maximum	Yes	
<b>Planning Applications – hard copies</b>	Legal Duty	Legal obligation	Parish Clerk	Held in secured filing cabinet	6 years	Yes	
<b>Planning Applications – soft copy and related emails</b>	Legal Duty	Legal obligation	Parish Clerk & Councillors	Held in secure online cloud folder using 3 <sup>rd</sup> party approved software	6 years	Yes	
<b>Emails from parish members</b>	Held while enquiry/information sought	Parish member has emailed the Parish – consent by emailing	Clerk and Councillors	Held in secure online cloud folder using 3 <sup>rd</sup> party approved software	As long as enquiry is active and then up to 6 years – BUT reviewed annually and if no	Yes	Any active enquiries, check consent explicitly given- Clerk to action. Likely to

					longer required, deleted.		need an auto-reply on email with a privacy statement included.
Correspondence and Reports relating to Societies/Groups that interact with WPC	For liaising and sharing information with Societies or Groups that perform work with or related to WPC	Business of Parish Council	Clerk	Held in secure online cloud folder using 3 <sup>rd</sup> party approved software	Hold for 1 year then delete		Check Consent explicitly given – Clerk to action