

Personal Data Audit Questionnaire

- A. To be used to help councils with their record keeping obligations under the GDPR.
- B. This questionnaire is designed to help councils (and parish meetings) to audit their personal data. It is important that councillors and staff complete this form as comprehensively as possible. The purpose of a data audit is to find out what data the 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. For example, if the council processes a large amount of sensitive personal data but has no access controls in place restricting who can see or use the data, that is a security risk which needs to be fixed. Without carrying out an audit a council may not know what risks it currently has with data.
- C. The generic phrase "council" has been used to refer to the data controller (see glossary below) using the questionnaire.
- D. Glossary
- **"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.

Part A: YOUR INFORMATION		
1.	1. Person completing questionnaire a) Claudia Dickson b) Parish clerk c) 01493 750254 d) reollesbypc@outlook.com	
2.	Data controller: Rollesby Parish Council	
3.	Date:.....	
Part B: COMMUNICATING PERSONAL DATA		
4.	This section relates to communications with councillors, staff and local residents (including mailing lists) and the general public. a) What type of personal data does the council keep? Names Contact details – addresses, phone numbers and email addresses Bank details where needed to pay an invoice or reimburse expenses Staff : National Insurance Numbers and tax codes b) Where does the council get the personal data from? Staff	

	<p>Councillors Residents Other local authorities Charities, sports clubs and community groups Owners of a Grant of exclusive right of burial Allotment holders</p> <p>c) Why does the council collect or process the data – what does the council do with the personal data? For purposes relating to: Local resident concerns Management of council facilities, services and staff Contract management Performance of statutory functions</p> <p>d) Who does the council disclose personal data to? The public Councillors Staff and contractors carrying out the work of the council Pension providers HMRC Prospective employers</p> <p>e) Do the council or parish meeting minutes contain personal data? Staff names and contact details Councillors' names Names of borough and county councillors Names of residents or general public where required to address concerns or perform statutory functions</p> <p>f) Does the council ever send personal data overseas and if so where to and to which organisation? This might include overseas companies providing database or email services. No, although data may be sent via overseas servers through email.</p> <p>g) Does the council collect any sensitive personal data? Information on the physical or mental health of staff</p> <p>h) If so for what reason? To support staff</p>	
Part C: SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH		
5.	<p>About individuals or representatives of organisations which supply us with services such as for council repairs, or with whom we are in contact</p> <p>a) Who does the council keep personal data about? Tradesmen Solicitors Surveyors Architects Builders Suppliers Advisers</p> <p>b) What type of personal data does the council keep? Name Contact details Qualifications Bank details Details of certificates and diplomas</p>	

	<p>Education and skills</p> <p>c) Where does the council get the data from? The individuals The suppliers The contractors</p> <p>d) Why does the council collect or process the data? To carry out statutory functions For the maintenance, repair and management of council assets To make payments for services or goods</p>	
Part D: GENERAL QUESTIONS ABOUT PERSONAL DATA		
6.	<p>a) How does the council store the personal data collected? Filing cabinets located at the clerk's home Computer located at the clerk's home All documents and photos are saved to a memory stick. The council's websites Ledgers and record books Old Minutes are stored at the Norfolk Archive Office</p> <p>b) Does the council take any steps to prevent unauthorised use of or access to personal data or against accidental loss, destruction or damage? Access to the clerk's home is managed by the clerk; there is no access by the general public to the clerk's filing cabinets, ledgers or record books Only the clerk has access to the memory stick The clerk, Norfolk ALC's IT officer and the website provider have administration access to the reppscumbastwickpc.norfolkparishes.gov.uk website</p> <p>c) How does the council manage access to data? Information will be shared with councillors and other local authorities only when necessary for the management of its functions Councillors and staff will take care only to share information with the general public where necessary for the management of the council's functions. The general public will be directed to the council's websites where possible</p> <p>d) What is the process involved in giving access to staff or councillors? Councillors must request any information from the clerk</p>	
7.	<p>a) Do any procedures exist for correcting, deleting, restricting, personal data? The clerk must be informed of all amendments required for personal data Requests to delete personal information must be sent to the clerk in writing or by email</p>	
8.	<p>Does the council provide a copy of all existing privacy notices? All available on http://rollesbypc.norfolkparishes.gov.uk/</p>	
9.	<p>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?) None known</p>	

10.	<p>Does the council have any policies, processes or procedures to check the accuracy of personal data?</p> <p>Staff and councillors must take care to check the accuracy of personal data before any storage or other processing</p>	
11.	<p>In the event of a data security breach occurring, does the council have in place processes or procedures to be followed?</p> <p>Advice would be sought from the Norfolk Association of Local Councils and the Information Commissioner's Office</p>	
12.	<p>a) If someone asks for a copy of personal data that the council holds about them, i.e. they make a 'subject access request', is there a procedure for handling such a request?</p> <ul style="list-style-type: none"> ▪ The DPO must be involved after the council becomes aware of a data breach. ▪ Councillors, staff, contractors and the council's data processors will be briefed on personal data breach avoidance, and on what to do in the event that a breach occurs ▪ Examples of personal data breaches and steps to avoid them include: <ul style="list-style-type: none"> - Emails and attachments being sent to the wrong person, or several people – it is easy to click the wrong recipient. Slow down, check thoroughly before clicking 'send' - The wrong people being copied in to emails and attachments. <ul style="list-style-type: none"> - Use BCC (Blind Carbon Copy) where necessary - Lost memory sticks which contain unencrypted personal data <ul style="list-style-type: none"> - The council should put protocols in place for memory stick usage - Malware (IT) attach – ensure up to date anti-virus software is in place. - Equipment theft – check security provisions. 	
13.	<p>Does the council have an internal record of the consents which the council has relied upon for processing activities?</p> <p>Copies of consent forms will be kept until no longer needed</p>	
14.	<p>Are cookies used on the council website?</p> <p>The website is administered by the Norfolk Association of Local Councils and hosted by Gallomanor. The Council has no access to information obtained by cookies on the website. The use of cookies is covered by the policies of Gallomanor.</p>	
15.	<p>Does the council have website privacy notices and privacy policies?</p> <p>Policies to be reviewed as appropriate</p>	
16.	<p>a) What data protection training do staff and councillors receive?</p> <p>Clerk to attend relevant training as appropriate and to keep up to date by reading SLCC and NALC publications Councillors to read all the council's policies and to keep up to date by reading SLCC and NALC publications. Councillors may attend training as required</p>	
17.	<p>a) Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date?</p> <p>Clerk to review and manage data in accordance with council's policy of data retention</p>	
18.	<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>Accounts and financial records will be kept for 7 years Accounts will be archived at the Norfolk Archive Centre</p>	

	<p>Personnel records will be kept for 7 years and/or for 2 years after a member of staff has left the council's employment</p> <p>Information relevant to the council's land and assets, including insurance matters, will be kept until it is clear that it is no longer needed</p> <p>Informal notes of parish council meetings will be destroyed after 12 months</p> <p>Parish council minutes will be kept in perpetuity</p> <p>Copies of the electoral roll will be destroyed after 2 years</p>	
Part E MONITORING		
19.	<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> <ul style="list-style-type: none"> (i) computer networks and connections - none (ii) CCTV and access control systems – n/a (iii) communications systems (e.g. intercom, public address systems, radios, walkie-talkies) – n/a (iv) remote access systems – only clerk has access (v) email and instant messaging systems – monitored by the clerk (vi) telephones, voicemail, mobile phone records – n/a - the clerk's phone is at her home address <p>b) Does the council have notices, policies or procedures relevant to this monitoring? No</p>	
	<p>Reviewed and adopted:..... For Rollesby Parish Council</p>	<p>Date.....</p>