

CODDENHAM PARISH COUNCIL

Personal Data Audit Questionnaire

- A. To be used for record keeping
- 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 | | |
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| 1. | 1. Person completing questionnaire a) Name. b) Role. c) Telephone number. d) Email. | a) Mrs Susan Frankis b) Parish Clerk & RFO c) 07548 152181 d) clerk.coddenhampc@gmail.com |
| 2. | Data controller (e.g. name of local council or parish meeting) | Coddenham Parish Council |

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| | Date you completed this questionnaire | 16 June 2020 |
| Part B: COMMUNICATING PERSONAL DATA | | |
| 3. | <p>This section relates to communications with councillors, staff and local residents (including mailing lists) general public.</p> <p><u>a) What type of personal data does the Council keep?</u></p> <p><u>b) Where does the Council get the personal data from?</u></p> <p><u>c) Why does the Council collect or process the data – what does the council do with the personal data?</u></p> <p><u>d) Who does the Council disclose personal data to?</u></p> <p><u>e) Do the Council meeting minutes contain personal data?</u></p> <p><u>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.</u></p> <p><u>g) Does the council collect any sensitive personal data</u></p> | <p>a) – names addresses telephone numbers email addresses bank details N.I. numbers tax details</p> <p>b) – staff councillors parishioners other local authorities community groups contractors recruitment agencies training providers charities</p> <p>c) For purposes relating to: local resident concerns, management of council facilities, services and staff, contract management, performance of statutory functions.</p> <p>d) the public, councillors, staff and contractors carrying out the work of the council, pension providers, HMRC, credit reference agencies, recruitment agencies, prospective employers.</p> <p>e) the minutes of meetings can sometimes contain names of councillors, residents, contactors.</p> <p>f) the Council does not send personal data overseas however companies providing our database and email services may use 'cloud storage'.</p> <p>g) no</p> |
| Part C: SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH | | |
| 4. | <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><u>a) Who does the Council keep personal data about?</u></p> <p><u>b) What type of personal data does the Council keep?</u></p> | <p>a) – tradespeople & contractors suppliers advisers professional bodies recruitment agencies</p> <p>b) – names</p> |

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| | <p>c) <u>Where does the Council get the data from?</u></p> <p>d) <u>Why does the council collect or process the data?</u></p> | <p>addresses email addresses telephone numbers bank details references</p> <p>c) – individuals suppliers other local authorities</p> <p>d) – Council property maintenance & repairs management of Council facilities pay & manage staff contract management performance of statutory functions</p> |
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Part D: GENERAL QUESTIONS ABOUT PERSONAL DATA

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| 5. | <p>a) How <u>does the council</u> store the personal data collected?</p> <p>b) <u>Does the council</u> take any steps to prevent unauthorised use of or access 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 – what is the process involved in giving access to staff or councillors?</p> | <p>a) – paper copies electronic storage</p> <p>b) – the laptop is password protected Norton security is installed on the laptop the laptop is regularly backed-up to a remote device</p> <p>c) – the Clerk has overall control.</p> |
| 6. | <p>a) Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.</p> | <p>a) the Council has adopted a:</p> <ul style="list-style-type: none"> • Records Management and Document Retention Policy • Data Protection Policy • Privacy Statement <p>And publishes a Privacy Notice</p> |
| 7. | <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) – the Clerk Councillors (as statutory functions require) other local authorities</p> <p>b) the Council has a Subject Access Request (SAR) Policy and Procedure in place.</p> |
| 8. | <p>Does the council provide a copy of all existing privacy notices?</p> | <p>Yes, published on the website.</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?) If so, please provide details.</p> | <p>No</p> |
| 10. | <p>Does the council have any policies, processes or procedures to check the accuracy of personal data?</p> | <p>Yes, the Council has adopted a Records Management and Document Retention Policy and a SAR Policy.</p> |
| 11. | <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> | <p>a) Yes</p> <p>b) the Council has adopted an Information Security Incident Policy.</p> |
| 12. | <p>a) If someone asks for a copy of personal data that the council holds about them, i.e. they</p> | <p>a) Yes</p> |

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| | <p>make a 'subject access request', is there a procedure for handling such a request?</p> <p>b) Is this procedure contained in a written document?</p> | <p>b) the Council has adopted a SAR Policy and Procedure.</p> |
| 13. | <p>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</p> | <p>No The Council needs to issue Consent Forms.</p> |
| 14. | <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> | <p>a) yes b) yes c) no d) yes</p> |
| 15. | <p>Does the council have website privacy notices and privacy policies?</p> | <p>yes</p> |
| 16. | <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 received GDPR training from SALC</p> <p>b) the training provided a full and comprehensive study of GDPR requirements</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>b) If so, how regularly are these activities carried out?</p> | <p>a) yes, the Clerk</p> <p>b) annually, in line with the Council's Records Management and Document Retention Policy</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>c) Who authorises destruction and archiving?</p> | <p>a) the Council has adopted a Records Management and Document Retention Policy</p> <p>b) personal data is kept in accordance with the Records Management and Document Retention Policy</p> <p>c) the Council, by resolution</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> <p>(i) computer networks and connections</p> <p>(ii) CCTV and access control systems</p> <p>(iii) communications systems (e.g. intercom, public address systems, radios, walkie-talkies)</p> <p>(iv) remote access systems</p> <p>(v) email and instant messaging systems</p> <p>(vi) telephones, voicemail, mobile phone records</p> <p>b) Does the council have notices, policies or procedures relevant to this monitoring?</p> | <p>a) email, texts and voicemail messages are monitored on a regular basis; deleted when no longer appropriate.</p> <p>b) yes</p> |

