

KIPPAX PARISH COUNCIL - DATA AUDIT

Approved: 20th August 2026

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Review Date: August 2027



COUNCILLORS								
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	WHO IS IT SHARED WITH	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	HOW LONG IS IT HELD FOR	ACTION REQUIRED
Members								
Register of interests	legal requirement	Published on the website and held by the clerk	Sent to monitoring officer at Leeds City Council and available to the public via the website	Legal obligation	electronically	Electronically on password protected device & stored on OneDrive. Publicly accessible on website	Duration of office	Ensure only holding current councillors data.
Contact information	admin of council	held by clerk		Public Task	electronically	Electronically on password protected device & stored on OneDrive	Duration of office	ensure only holding current councillors data
Signed policies	admin of council	held by clerk		Public Task	electronically	Electronically on password protected device & stored on OneDrive	Duration of office	ensure only holding current councillors data
DBS checks records	admin of council	held by clerk		Public Task	electronically	Electronically on password protected device & stored on OneDrive	Duration of office	ensure only holding current councillors data
Bank details	expenses processing	input for electronic banking		Legal Obligation	in Electronic banking and on expenses form	Only Clerk has admin access to electronic banking for setting up payments. Shared with Finance and Corporate Governance Committee/Full Council to verify monthly payments	Expenses form retained for 6 years	
Councillors names in minutes, i.e. showing attendance	legal requirement	appears in minutes	available to the public via the website	Legal Obligation	electronically + paper	Publicly accessible on website and minute book	indefinitely	none
EMPLOYEES								
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	WHO IS IT SHARED WITH	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS		ACTION REQUIRED
PAYE	process payroll/ legal obligation	HMRC/pension provider		Legal Obligation	electronically	Payroll provider provides information to clerk via SAGE system with password and authentication code. Electronically on password protected device & stored on OneDrive. Shared with Finance and Corporate Governance Committee/Full Council to verify monthly payments	12 years	
Employment details/contract	legal obligation	held by clerk		Legal Obligation	electronically	Electronically on password protected device & stored on OneDrive	Duration of employment + 6 years	
Signed policies	admin of council	held by clerk		Public Task	electronically	Electronically on password protected device & stored on OneDrive	Duration of employment + 6 years	
DBS checks records	admin of council	held by clerk		Public Task	electronically	Electronically on password protected device & stored on OneDrive	Duration of employment + 6 years	
Bank details	process payroll	input for electronic banking		Legal Obligation	in Electronic banking	Only Clerk has admin access to electronic banking for setting up payments. Shared with bank signatories/Finance and Corporate Governance Committee/Full Council to verify monthly payments	Duration of employment	
VOLUNTEERS								
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	WHO IS IT SHARED WITH	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS		ACTION REQUIRED
Contact information	admin of council	held by clerk and project lead		Legal Obligation	electronically	Electronically on password protected device & stored on OneDrive		ensure former employees information only retained for the legislative maximum time
Signed policies	admin of council	held by clerk		Public Task	electronically	Electronically on password protected device & stored on OneDrive	Duration of volunteering + 6 years	
DBS checks records	admin of council	held by clerk		Public Task	electronically	Electronically on password protected device & stored on OneDrive	Duration of volunteering + 6 years	
Bank details	process expenses	input for electronic banking		Legal Obligation	in Electronic banking	Only Clerk has admin access to electronic banking for setting up payments. Shared with bank signatories/Finance and Corporate Governance Committee/Full Council to verify monthly payments	Expenses form retained for 6 years	
RESIDENTS/MEMBERS OR THE PUBLIC								
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED		LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS		ACTION REQUIRED
Electoral roll	admin for the annual parish meeting only	to identify electors at annual PM		Public Task	electronically	Electronically on password protected device & stored on OneDrive	only up to date copy retained	none
E-mail addresses	communication with PC	used to communicate response		Consent	electronically	Electronically, in email system on password protected device	retain until matter dealt with; maximum period 6 months.	
Letters - contact details	communication with PC	used to communicate response		Consent	electronically	Electronically on password protected device & stored on OneDrive	retain until matter dealt with; maximum period 6 months.	
Event participants	To participate in event	used to enter events		Consent	electronically	Electronically on password protected device & stored on OneDrive	retained until event completed	
Competition entrants contact details	To participate in competition	used to enter competition		Consent	electronically	Electronically on password protected device & stored on OneDrive	retained until competition complete	
Planning applications	statutory consultee/legal obligation	used solely to aid response to Local Planning Authority		Public Task	electronically	None		none - ensuring no personal data is displayed at PC meetings
GRANT APPLICANTS								
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED		LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS		ACTION REQUIRED
Names, addresses, e-mail	processing grant application by parish council	used to respond to and process grant application		Consent	electronically	Electronically on password protected device & stored on OneDrive	6 years	none
CONTRACTORS/SUPPLIER/STALL HOLDERS/VENDORS								
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED		LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS		ACTION REQUIRED
Names, addresses, e-mail	To fulfil the contract/ agreement/ order	To process the order/contract/ agreement		Contractual necessity	electronically	Electronically on password protected device & stored on OneDrive	6 years	none