

Speen Parish Council

Data Audit

Data Held	Processing Purpose	How Data is Held	Legal Basis for Holding Data	Length of Time Data is Held	Who the Data is Shared With	Purpose for Sharing
Councillors						
Register of interests	Legal obligation to display on the website and provide a copy to the Monitoring Officer	Paper format kept in a locked filing cabinet. Electronically on a password-protected laptop. Version with redacted signature on Parish Council website.	Legal obligation	For the duration of the Councillor's term in office.	Electronically with the Monitoring Officer. Version with redacted signature on website.	Legal requirement
Contact Information	Administration of the council	Paper format kept in a locked filing cabinet. Electronically on a password-protected laptop.	Legal obligation	For the duration of the Councillor's term in office.	N/A	N/A

Councillors' names in minutes	Legal obligation to include the names of Councillors in the minutes	Paper format kept in a locked filing cabinet. Digitally on the Parish Council website. Electronically on a password-protected laptop.	Legal obligation.	Indefinitely.	Digitally on the Parish Council website.	Legal obligation.
Chair of the Meeting's signature	Legal obligation for Chair of the meeting to sign the approved minutes.	Paper format kept in a locked filing cabinet. Electronically on a password-protected laptop.	Legal obligation.	Indefinitely.	N/A	N/A
Staff						
Employment details/contract	Legal obligation	Paper format kept in a locked filing cabinet. Electronically on a password-protected laptop.	Legal obligation.	6 years after the end of the persons employment with the council.	N/A	N/A

Name, address contact details, date of birth, national insurance number	Legal obligation	Electronically on a password-protected laptop.	Legal obligation.	6 years after the end of employment with the council.	HMRC	Reporting of PAYE.
Bank account information	Payment of salaries & expenses.	Electronically on online banking.	Legal obligation.	Duration of employment with the council.	Lloyds Bank.	Paying salary & expenses.
Applicant CVs and job applications.	Recruitment	Electronically on a password-protected laptop.	Legal obligation.	6 months after notifying unsuccessful applicants. 6 years after the end of employment with the council for applicants hired.	N/A	N/A
Correspondence						
Correspondence including names and email addresses	To respond to correspondence (letters/emails)	Electronically on a password-protected laptop.	Public task	Relating to decisions/transactions/activities – 1 year Routine/general correspondence – 3 months.	Redacted emails may be shared with Councillors	To assist in resolving queries
Parishioners						
Electoral Register	The verification of elector	Electronically on a password-	Public task	Current year only	Must not be shared	N/A

	eligibility for nominations and co-options	protected laptop.				
Contractors						
Name and contact details	Contractual	Electronically within Accounting software, accessed with a website password and on a password protected laptop. Electronically on a password-protected laptop.	Contract	7 years	N/A	N/A
Invoices	Goods/services received Payment of invoices	Paper format kept in a locked filing cabinet. Electronically on a password-protected laptop.	Contract	7 years	N/A	N/A

Planning Applications	Legal obligation Statutory consultee	Not stored, accessed electronically via Local Authority's online planning portal, accessed with a website password and on a password protected laptop.	Public task	N/A	N/A	N/A
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Authorisation

This Data audit has been authorised by Speen Parish Council as follows:

Adopted by The Council on:	13 th May 2026
Last Review:	N/A
Next Review:	13 th May 2027