

Data Audit

Legislation

The purpose of a data audit is to find out what data Pevensey Parish Council is processing, what is it 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.

Document	Personal detail held	Purpose	How it is held	How its collected	Legal basis	Length of time to be held	Shared with	Purpose of sharing.
Personnel – Staff								
Employment: Contract, Pension, CV, Appraisal	Contact details, National Insurance number, Employment history.	For setting up and managing employment of staff	Electronically/ Hard copy – kept in PC drive and locked cabinets	Directly from staff	Legal obligation	Until 6 years after employment has ceased with the Parish Council	Not shared	N/A
CVs and applications of job vacancies	Contact details and personal details of employment	Recruitment	Electronically/ Hard copy - kept in PC drive and locked cabinets	Directly from applicant	Public task	For 6 months after notifying unsuccessful applicant/s	Not shared	N/A
Employment – payment of salaries	Bank details	Payment of salaries	Hard copy/ online system for payments	Directly from staff	Legal obligation	For duration of employment	Parish Council bank signatories	Authorise payment and monitoring auditors
Payroll provided – Autela	Monthly payroll	Salaries, pension	Electronic/ Hard copy	Directly from payroll to clerk	Legal obligation	For duration of employment	Employee and payroll	To ensure correct payments
HMRC	Monthly report	Employee/ Employer tax & NI	Electronic/ Hard Copy	Imputed by clerk from payroll	Legal obligation	For duration of employment	Not Shared	N/A

Councillors								
Application/ CV for co-option	Contact details and reasons for wanting to become a councillor	Reference	Electronically/ Hard copy - kept in PC drive and locked cabinets	Directly from candidate	Public task	For 3 months after councillor vacancy is filled	Not shared	N/A
Declaration of Interest forms	Pecuniary and other interests of councillors	Legal Requirement	Electronically / hard copy received by clerk - kept in PC drive and locked cabinets – sent electronically to (WDC) Wealden District Council	Directly from councillors	Public task	For the length of time a councillor is a member of the parish council	On WDC website, on parish council website	Public information.
Contact list of councillor details	Contact details	Reference for the public to contact councillors	Electronically/ Hard copy/ website	Directly from councillors	Public task	To be updated / Amended as change dictates and kept for up to a year after a councillor leaves the Parish Council	The public via council website	Public information
Emails								
Staff and Councillors using gov.uk email addresses	Names, emails, addresses, personal information	Information sharing and communication between staff, councillors, other organisations, governing bodies	Electronically	Contract/ public task	Legitimate interest	For a year/ clerks emails kept on OneDrive, some other emails archived if conflicts with other policies	Council website	Councillors and staff, public bodies,
Email Enquires	Names, contact info, content	General public	Electronically	Email	Legitimate interest	6 years	PC/ email server – for as	Councillors, other governing

							long as necessary	bodies if necessary to resolve query
Planning applications	Personal details	Statutory consultee on planning applications	Electronically	Email	Statutory consultee	6 years	Not shared : WDC share this information with PPC	Councillors, district planning department
Members of the Public								
Electoral Register	Names, addresses	Reference	Electronically/ Hard copies	Email/ sign for in post	Public Task	Current year only(until new register is issued by WDC	Not shared : WDC share this information with PPC	N/A
Grant Applications	Contact details, reason for grant request, details of organisation	Record decisions	Electronically/ Harf copies	Email	Public task	If awarded for up to 6 years auditing purposes. If not awarded 1 year	Not shared	N/A
Community Centre bookings	Contact details, bank details	To book the Community Centre	Electronic	Email/ booking system	Contract	Up to 1 year	Not shared	N/A
Meetings								
Minutes	Minutes from council, committee meetings	Record of decision	Electronic/ hard copy	During the meeting	Legal obligation	Indefinitely	Electronically on council website, PC OneDrive, hard copies in the council office and the keep	Public information.
Agendas/ Supporting papers	Councillor/Clerk names. Should not contain any	To lead the meeting and support	Electronic/ Hard copy	Dependent on the month and business to be discussed	Legal obligation	6 years	Electronically on council website, PC OneDrive,	Public information - if confidential then to

	personal information	proposals and actions					hard copies in the council office and the keep	councillors only
Contractors/ Procurement								
Contractors providing goods or services to the parish council	Contact details, details of contract between the two parties	Contractual	Electronically/ Hard copy	Quotes/ Tenders	Contract	If awarded for up to 6 years auditing purposes.	Not shared	N/A
Invoices	Goods and services received/ supplied	As a record for audit and VAT purposes	Electronic/ Hard copy	Supplier/ council	Legal obligation	6 years	Not shared	N/A
General								
Insurance policy documents	Council detail	Contractual	Electronic/Hard copy	Insurance company	Legal obligation	Policy schedules until superseded by new policy paperwork. Policy numbers and certificates for 40 years from commencement / renewal	Not shared	N/A
Insurance claims	Names and personal details relating to claim	To assist with claims processing	Electronic/ Hard copy	Insurance company/council	Legal obligation	6 years after conclusion	Not shared	N/A
Event Management	Business and personal contact details	To assist with organizing events, health & safety requirements	Electronic/ Hard copy	Council/ businesses related to the event	Public task	As long as required	Not shared	N/A
Accident/ incident reports	Names, contact details	Insurance claims/ records	Electronic/ Hard copy	Council/ person involved in incident	Legal obligation	20 years from closure	Not shared	N/A

Title deeds, leases, agreements	Names, addresses, signatures	Legal requirement	Electronic/ Hard copy	Council	Legal obligation	Indefinitely	Not shared	N/A
Information from other bodies circulars, newsletters etc	None	General	Electronic/ Hard copy	Council	Public task	As long as required	Information shared if for the public	Public information

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