



## Winfarthing Parish Council

### Data Audit

Completed by Karen Rix, Parish Clerk and RFO on 21 January 2026

#### Legislation

The purpose of a data audit is to find out what data Winfarthing 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.

Personal Data Processed	Purpose of Processing	Lawful basis	How it is held	Length of time to be held	Data shared with
<b>Staff</b>					
HR record	Recruitment, payroll, pension, contract management, appraisal, grievance and disciplinary	Legal/contractual obligation	Electronic and hard copy	For 6 years after employment terminates	Councillors, HMRC
Job applications from unsuccessful candidates	Recruitment process	Public task	Electronic and hard copy	For 6 months after notifying unsuccessful applicant/s	Councillors
Personal Data Processed	Purpose of Processing	Lawful basis	How it is held	Length of time to be held	Data shared with
<b>Councillors</b>					
Councillor names and contact details	Communications within Parish, District and	Legal obligation and public task	Electronic / hard copy	For 1 year after councillor left Parish Council	Clerk, Parish Councillors, District and County Councils

Adopted: February 2026  
Next Review: February 2027

	County Councils, parishioners				
Declaration of Interests forms	Legal requirement and public information	Legal obligation and public task	Electronic / hard copy	For length of time a councillor is a member of the Parish Council.	District Council
Applications for co-option as councillors	Councillor appointment	Public task	Electronic / hard copy	For 3 months after councillor vacancy filled	Councillors, District Council
<b>Personal Data Processed</b>	<b>Purpose of Processing</b>	<b>Lawful basis</b>	<b>How it is held</b>	<b>Length of time to be held</b>	<b>Data shared with</b>
<b>Members of the public</b>					
Electoral Register – names and addresses	Reference	Public task	Electronic copy	Current year only (until new register is issued by the District Council)	Not shared
Email addresses	Communication	Public task	Electronic copy	For as long as necessary	Not shared, unless consent provided.
Enquiries from members of the public	Contact details	Public task	Electronic / hard copy	For as long as is necessary	Councillors
Planning applications	Statutory process	Public task	Electronic / hard copy	Not stored – held on District Council planning portal	Councillors, members of public