

TOSTOCK PARISH COUNCIL PERSONAL DATA AUDIT

Adopted 2026-03-10

The purpose of the audit is to identify what personal data the Council is processing, what it is used for, where it is located and who has access to it and is a crucial step in assessing what, if any, risks are associated with the type of processing the Council conducts.

Data in General: Tostock Parish Council does not:

- ◆ collect, hold or process any personal information defined as a protected characteristic in the Equality Act 2010 (i.e. relating to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation) except in relation to the Clerk who is a salaried employee;
- ◆ provide or exchange data containing the personal details of any individual without the express consent of the individual concerned;
- ◆ collect or process personal data, except incidentally in the normal course of business. Most data comprises names, postal and e-mail addresses, telephone numbers and correspondence in the form of e-mails and documents. Some of this information is already available publicly through directories, publications and other organisations, or it may be obtained for short term purposes only in relation to specific projects involving volunteers; or
- ◆ hold any personal financial information except in relation to contractors requiring payment for goods or services rendered.

E-mails sent and received between councillors and the Clerk, members of the public and other organisations are in text format written form and open to scrutiny. The Council does not use SMS text messaging. Each councillor has his/her own e-mail address for Council business which is not shared by others.

Data Protection Officer: Parish Clerk.

Sensitive Personal Data: In general, the Council does not process sensitive personal data or, as specified by the UK General Data Protection Regulation (UK GDPR) as 'special categories of personal data'.

Should the Council need to process sensitive personal data it will ensure that it has explicit consent from the data subject to do this - unless exceptional circumstances apply or the Council is required to do this by law, e.g. to comply with legal obligations to ensure health and safety at work. Any such consent will, as required, clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed. Sensitive personal data is information as to:

- ◆ the racial or ethnic origin of the data subject;
- ◆ his/her political opinions;

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- ◆ his/her religious beliefs or other beliefs of a similar nature;
- ◆ whether he/she is a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992);
- ◆ his/her physical or mental health or condition;
- ◆ his/her sexual life;
- ◆ his/her genetic data;
- ◆ his/her biometric data; and/or
- ◆ his her sexual orientation.

Related Policies and Documents:

- ◆ Data Protection Policy
- ◆ Data and Records Retention Policy
- ◆ Privacy Notice

Data Mapping

Stakeholders: members of the public; residents; parish, district and county councillors; members of parliament; national and local government departments and organisations; charities; associations; local organisations and bodies; service providers; and contractors.

Data Handled: e-mails and attachments including images; paper documents; notes of meetings; website visitors.

Data Direction: inwards to the Clerk, meetings and working groups copied to the Clerk; outwards to appropriate parties and the parish council website; and some data retained and/or processed for statutory records. Personal information is never sent out without consent.

Council Website: protected by the provider. Council data is managed by the Clerk and contains only public information. Cookies are used on the Parish Council website. General village data is controlled separately.

Commercial and Financial Information: Council accounts are published and open to public examination as required by law.

Consent: the Council reasonably assumes that any individual who communicates with the authority will expect a reply and has consented implicitly to their contact details being held until the matter has been closed.

Data Retention and Deletion: all data retention periods are specified in the relevant policy document. Data is, as appropriate, deleted securely.

Right to be Forgotten: any person can apply at any time to have data removed from Council records.

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Document(s)/ File(s)	Personal Data Held	Purpose(s)	How Held?	Legal Basis	Time Held	Shared?	Purpose Of Sharing
Personnel - Staff							
Employment - contract, pension, appraisal etc.	Contact details, PAYE, National Insurance details, employment history etc.	For setting up and managing employment of the Parish Clerk.	Hard copy/ electronically.	Legal obligation.	Until six years after employment has ceased with the Council.	Chair; and with required legal bodies, e.g. HMRC.	Making relevant payments, e.g. PAYE.
CVs and job applications	Contact details and details of employment history.	Recruitment.	Hard copy/ electronically.	Employment.	Six months after notifying unsuccessful applicant/s.	With Chair and councillors involved in recruitment.	Decision-making.
Disciplinary records	Details of staff member and alleged reason for action.	Investigation.	Hard copy/ electronically.	Employment.	Period of employment.	With Chair and councillors involved in investigation.	Decision-making.
Employment - payment of salaries	Bank, building society details.	Payment of salaries.	Hard copy/ Electronically.	Legal obligation.	For duration of employment.	With councillors; and Council minutes.	Obligation; openness and transparency.
Councillors							
Applications for co-option	Contact details, reasons for wanting to be a councillor.	Reference.	Hard copy/ Electronically.	Public task.	Three months after vacancy filled.	Existing councillors.	Determining new Council member.
Register of Interests	Pecuniary and other interests of councillors.	Legal requirement.	Electronically.	Legal obligation.	Current term of office plus one year.	On Mid Suffolk District Council website - link from Council website.	Obligation; openness and transparency.
Dispensation requests	Personal reason(s) for request.	To enable Council to be quorate.	Hard copy/ Electronically.	Public task.	Current term of office plus one year	Recorded in Council minutes.	Obligation; openness and transparency.

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Contact list of councillors details	Contact details.	Reference - for the public to contact councillors.	Hard copy/ electronically.	Public task.	Updated/ amended as data changes; kept for up to a year after a councillor leaves the Council.	The public via website and village newsletter.	Obligation; openness and transparency.
Correspondence (Residents/Members of the Public/ Others Generally)							
Planning applications	Applicant details; details of any resident submitting comments.	To assist planning application recommendations.	Hard copy/ electronically.	Council is a statutory consultee.	Until after it has been determined and any appeal has been conducted.	Public process.	Obligation; openness and transparency.
Correspondence from residents and others - letters, e-mails etc.	Personal details.	To receive queries, complaints etc. and respond.	Hard copy/ electronically.	Public task.	Until query, complaint etc. has been concluded.	Councillors as required.	To resolve queries, complaints etc.
Register of electors	Names and addresses of those eligible to vote.	Reference.	Hard copy/ electronically.	Legal obligation.	Current year only (until new register is issued by Mid Suffolk District Council).	Not shared.	Not applicable.
Freedom of Information, Data Protection requests	Applicant details and nature of request.	Seeking general or personal information.	Hard copy/ electronically.	Legal obligation.	Six months and a further six months after any internal review.	Councillors as required.	Discharge of legal obligation.
Grant applications	Contact details, reasons for request.	To consider and respond to requests for grants from local organisations.	Hard copy/ electronically.	Public task.	If awarded, up to seven years for auditing purposes. If not awarded, one year.	With councillors; and Council minutes.	Obligation; openness and transparency.

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Meetings							
Minutes	Minutes of Council meetings.	Record of decisions, councillor attendance, contractors and/or workers engaged.	Hard copy/ electronically.	Legal obligation.	Indefinitely.	Councillors, Council website. Signed hard copies retained by the Clerk.	Public information and accountability - any personal data excluded except for councillors and contractors when appropriate.
Papers and Reports	Personal data minimal but included when relevant.	To identify potential contractors, workers etc. and those involved in relevant issues.	Hard copy/ electronically.	Public task.	Indefinitely.	Councillors. Council website.	Public information and accountability.
Contractors and Self-Employed Persons/Procurement							
Contractors and others providing goods or services to the Council	Contact details, details of contract or basis of engagement between the two parties.	Providing a service to the Council.	Hard copy/ electronically.	Contract, terms of engagement.	Six years.	With councillors; and Council minutes.	Obligation; openness and transparency.
Paid invoices	Goods/services received/supplied. Bak details.	As a record/for financial purposes.	Hard copy/ electronically.	Legal obligation	Six years.	With councillors; and Council minutes.	Obligation; openness and transparency.

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Volunteers and Council Officers							
Personnel, Council officers, officers of associations, charities and other bodies	Contact details.	Discharge of Council services and functions.	Hard copy/ electronically.	Public task.	Indefinitely.	Councillors. Council website.	Public information and accountability.
Any other personal data not identified above	Contact details	Discharge of Council services and functions.	Hard copy/ electronically.	Public task.	Only until any current matter has been concluded.	Councillors. Council website (if appropriate).	Public information and accountability.