

THIS IS A SAMPLE DATA AUDIT QUESTIONNAIRE and should be used as part of the first step to help you understand what information you hold, why you collect it and what you use it for.

You should go through these questions to help your Council assess if there are any risks in the types of processing that is undertaken. Make sure your Council is aware of the changes that are coming before you undertake this exercise.

There is a glossary at the end of this document to explain further some of the terms referred to.

Part A: YOUR INFORMATION		
1.	1. Person completing questionnaire a) Name. b) Role. c) Telephone number. d) Email.	a) Stuart Palmer b) Clerk c) 01787370199 d) shimplingpc@gmail.com
2.	Data controller (e.g. name of local council or parish meeting)	Shimpling Parish Council
3.	Date you completed this questionnaire	210518
Part B: COMMUNICATING PERSONAL DATA		
4.	<p>This section relates to communications with councillors, staff and local residents (including mailing lists) general public.</p> <p><u>a) What type of personal data does the council keep?</u> e.g. name, contact details such as bank details.</p> <p><u>b) Where does the council get the personal data from?</u> e.g. staff, residents, other local authorities, charities and sports clubs, community groups, recruitment agencies.</p> <p><u>c) Why does the council collect or process the data – what does the council do with the personal data?</u> For purposes relating to: e.g. local resident concerns, management of council facilities, services and staff, contract management, performance of statutory functions.</p> <p><u>d) Who does the council disclose personal data to?</u> E.g. the public, councillors, staff and contractors carrying out the work of the council, pension providers, HMRC, credit reference agencies, recruitment agencies, prospective employers</p> <p><u>e) Do the council or parish meeting minutes contain personal data?</u></p> <p><u>f) Does the council ever send personal data overseas and if so where to and to which organisation? This might include overseas companies providing database or email services.</u></p>	<p>a) Personal details of councillors and the clerk. The Electoral register Clerk's contract</p> <p>b) Collected from the individuals who provided it</p> <p>c) Councillors details by statute. They have to supply it to comply with statute. Clerk's details and contract as a condition of employment. Published to the parish eg councillor and clerk details Retained for council purposes e.g electoral role to ensure voting rights.</p> <p>d) Public – councillor and clerk details HMRC – clerks details</p> <p>e) No</p> <p>f) No</p>

	<p>e.g. do any of your suppliers use 'cloud storage' and if so do you know where the personal data is located?</p> <p>g) Does the council collect any sensitive personal data? see definition above.</p> <p>h) If so for what reason?</p> <p>e.g. for safeguarding compliance; physical or mental health data relating to staff; racial and ethnic origin relating to equal opportunities monitoring.</p>	<p>g) No h) NA</p>
<p>Part C: SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH</p>		
<p>5.</p>	<p>About individuals or representatives of organisations which supply us with services such as for council repairs, or with whom we are in contact</p> <p>a) Who does the council keep personal data about? e.g. tradesman, recruitment agencies, surveyors, architects, builders, suppliers, advisers, payroll processors.</p> <p>b) What type of personal data does the council keep? e.g. name, contact details, qualifications, financial details, details of certificates and diplomas, education and skills.</p> <p>c) Where does the council get the data from? e.g. the individuals, suppliers.</p> <p>d) Why does the council collect or process the data? e.g. council property maintenance and repairs and management of council facilities, pay and manage staff.</p>	<p>a) Tradesman Grass Cutter</p> <p>b) Name and contact details Billing information held on invoices</p> <p>c) From the individual suppliers</p> <p>d) Proper maintenance of the village and financial record keeping of the council to comply with financial regs.</p>
<p>Part D: GENERAL QUESTIONS ABOUT PERSONAL DATA</p>		
<p>6.</p>	<p>a) How <u>does the council</u> store the personal data collected?</p> <p>b) <u>Does the council</u> take any steps to prevent unauthorised use of or access to personal data or against accidental loss, destruction or damage? If so, what?</p> <p>c) How <u>does the council</u> manage access to data</p> <p>d) What is the process involved in giving access to staff or councillors?</p>	<p>a) Most data is kept in a password protected and accessed dropbox. There is a council website that does not contain private information. There is a parish council laptop that contains limited additional information and is password protected</p> <p>b) The Laptop is protected by anti virus and malware protection. All hard copy material is kept secure by the clerk, initially at home and then stored in</p>

		<p>secure cabinets in the village hall</p> <p>All personnel are issued with a gmail account to be used for council business only and not accessed by anyone else including family members.</p> <p>c) Only PC personnel have access to the PC dropbox. Gmails for council business only.</p> <p>d) .Controlled by the Proper Officer and Clerk.</p>
7.	a) Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.	Data Protection Policy
8.	<p>a) Who has access to / is provided with the personal data (internally and externally)?</p> <p>b) Is there an authorisation procedure for accessing personal data? If so, please provide details.</p>	<p>a) Personal details of councillors and clerk are published to the public and Babergh District Council</p> <p>b) Shimpling PC members may Request through the clerk. Provided by gmail or dropbox.</p>
9.	Does the council provide a copy of all existing privacy notices?	Privacy Notice on website
10.	So far as the council is aware, has any personal data which was gathered for one purpose been used for another purpose (e.g. communicating council news?) If so, please provide details.	No
11.	Does the council have any policies, processes or procedures to check the accuracy of personal data?	Data Protection Policy 2018
12.	<p>a) In the event of a data security breach occurring, does the council have in place processes or procedures to be followed?</p> <p>b) What are these?</p>	Yes, Data Protection Policy 2018
13.	<p>a) If someone asks for a copy of personal data that the council holds about them, i.e. they make a 'subject access request', is there a procedure for handling such a request?</p> <p>b) Is this procedure contained in a written document?</p>	Data Access on website
14.	Does the council have an internal record of the consents which the council has relied upon for processing activities? e.g. to send council newsletters to residents	No
15.	a) Are cookies used on our council website?	Yes

	<p>b) Does the council provide information about the cookies used and why they are used?</p> <p>c) Does the council keep a record of the consents provided by users to the cookies?</p> <p>d) Does the council allow individuals to refuse to give consent?</p>	<p>Via host web site</p> <p>Host web site does</p> <p>yes</p>
16.	Does the council have website privacy notices and privacy policies?	yes
17.	<p>a) What data protection training do staff (e.g. council administrator, hall bookings secretary) and councillors receive?</p> <p>b) What does the training involve?</p>	Clerk and all councillors have read all SALC material on GDPRs and are familiar with DPA Policy,
18.	<p>a) Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date?</p> <p>b) If so, how regularly are these activities carried out?</p>	<p>Clerk</p> <p>Annually</p>
19.	<p>a) What does the council do about archiving, retention or deletion of personal data?</p> <p>b) How long is personal data kept before being destroyed or archived?</p> <p>c) Who authorises destruction and archiving?</p>	<p>In line with published policy</p> <p>Necessity and policy</p> <p>Proper Officer</p>
Part E MONITORING		
20.	<p>a) Please identify any monitoring of the following systems that takes place. 'Monitoring' includes all monitoring of systems including intercepting, blocking, recording or otherwise accessing systems whether on a full-time or occasional basis. The systems are:</p> <p>(i) computer networks and connections</p> <p>(ii) CCTV and access control systems</p> <p>(iii) communications systems (e.g. intercom, public address systems, radios, walkie-talkies)</p> <p>(iv) remote access systems</p> <p>(v) email and instant messaging systems</p> <p>(vi) telephones, voicemail, mobile phone records</p> <p>b) Does the council have notices, policies or procedures relevant to this monitoring?</p>	None known

GLOSSARY of terms

"Personal Data" is any information about a living person which can identify them. This is not just someone's name and address but any information which can identify them (directly or indirectly). For example a phone number or email address is personal data. Any other contact information or a person's employment history, or credit history are all personal data.

"Data controller" is the person or organisation who determines the how and what of data processing.

"Data processor" is the person or firm that processes the data on behalf of the controller.

"Data subject" is the person about whom personal data is processed.

"Processing" personal data means storing or deleting any personal data on a computer, database or some manual files (e.g. HR, allotment tenancy files or invoices with contractor payment details). The word 'processing' also covers selecting a name for a mailing list, or reading it off a screen during a call. It includes transferring and altering data. Indeed, practically anything done to personal data constitutes processing.

"Sensitive personal data or special categories of personal data" are any of the following types of personal data about a data subject: racial or ethnic origin; political opinions; religious beliefs; trade union membership; physical or mental health or condition; sexual life or orientation; genetic data; and biometric data.