

Campton and Chicksands Parish Council Data audit

Date completed: 24/11/2025

Reviewed by: Clerk

Apr-26
T Medley
Full council

This data audit sets out how Campton and Chicksands Parish Council processes personal data in the course of its duties and functions.

Data Category	What data is held?	Who data relates to	Is the data sensitive	How is the data collected	Why is the data held?	What is the data used for?	Legal basis for holding data?	Who holds the data?	Who is the data shared with?	How is the data stored	Where is the data stored?	If data is shared with external source, have they confirmed their security procedures?	What data security controls are in place?	How long is the data kept for?	Comments / Actions required
Employee Records	Personal details	Employee	Yes	Forms completed by employee	Employment administration	To handle various aspects of employment relationship including health and safety, wellbeing and finance.	Legal obligation, contractual necessity and legitimate business interests	Clerk and Chair	Chair and Vice Chair	Electronically and Paper	Clerk and Chair's PC and hard copies filed at Clerk's home and lockable storage in the hall.	n/a	Access to Clerks PC password protected. Paper records held under lock and key.	Minimum of 6 years after employment ends	length data kept will need to be reviewed.
Employee Records	Employee next of kin details	Employee next of kin	No	Personal Detail Form completed by employee	Employment administration	To contact employee next of kin in the event of an emergency	Legitimate business interest	Clerk	Chair and Vice Chair	Electronically and Paper	Clerk's PC and filed hard copies in lockable storage.	n/a	Access to Clerks PC password protected. Paper records held under lock and key.	Until employment of employee ceases.	
Employee Records	Employment and contract details	Employee	Yes	Directly from the employee and from HMRC	Employment administration	Manage employee pay and pension, record keeping for statutory requirements, monitor employee performance	Legal obligation, contractual necessity and legitimate business interests	Clerk	Councillors, pension provider, HMRC, Internal and External auditor	Electronically and Paper	The Clerk's PC, Pension provider, HMRC, Government gateway, all password protected. Hard copies locked away.	As listed	Access to Clerk's PC, Government gateway and pension password protected. Hard copies locked away.	Minimum of 6 years after employment ends	Employee data may need to be retained for more than 6 years. Council to review regularly.
Employee Records	Bank details	Employee	No	Directly from the employee	Employment administration	To pay employee their salary and process expenses.	Contractual necessity	Clerk	Councillors and Bank	Electronically and Paper	PCs, Hard copies locked away.	As listed	Access to PCs bank password protected, hard copies locked away.	Minimum of 6 years after employment ends	
Employee Records	Job applicant personal details	Job applicant	Yes	Job application form	One off recruitment process	Used to process and respond to job application	Contractual necessity, Legitimate business interest	Clerk	Chair and Vice Chair	Electronically and Paper	PCs, hard copies locked away.	n/a	Access to Clerks PC password protected. Paper copies returned to Clerk after interviews for shredding.	Until job role has been filled.	
Councillor Records	Councillor details	Councillors	No	Directly from councillors	Administration of Council	Communication, checking eligibility, training records	Public Task	Clerk	Councillors	Electronically and Paper	The Clerk's PC, original hard copies locked away.	n/a	PC password protected, hard copies locked away.	Whilst councillor is in post	
Councillor Records	Councillor Declaration of Acceptance Office	Councillors	No	Directly from councillors	Administration of Council	Used to confirm Cllrs Declaration of office.	Public task, Legal obligation	Clerk	No-one	Paper	The Clerk's PC, hard copies locked away.	n/a	PCs password protected, hard copies locked away.	Indefinitely	
Councillor Records	Declarations of interest	Councillors	No	Directly from councillors	Administration of Council	To record councillor interests in Council business.	Public task, Legal obligation	Central Bedfordshire Council and Clerk	General public	Electronically and Paper	The Clerks PC and on CBC website	n/a	Access to Clerks PC password protected. Paper records held under lock and key.	Whilst councillor is in post	
Councillor Records	Co-option forms for prospective councillors	Councillor applicants	No	Councillor co-option form	Administration of Council	Used to process and respond to councillor co-option interest	Public task, Legal obligation	Clerk	Councillors	Electronically and Paper	Clerk's PC and hard copies locked away.	n/a	Access to Clerks PC password protected. Paper records held under lock and key.	Until councillor co-option has taken place	
Parishioner Records	Electoral roll	Parishioners	No	Collected by CBC and posted to Council in paper format	Administration of Council	Checking co-option and to identify electors at Annual Parish Meeting	Public Task	Clerk	No-one	Paper	Clerk's PC and hard copies locked away.	n/a	Paper records held under lock and key.	Held until new version issued annually.	
General Public Records	Email addresses, name, content	General Public	No	General public contact the Parish Council via email	Administration of Council	Used to communicate response between parish council and member of the public	Legitimate interest	Clerk	Councillors	Electronically	In email format on computers and phones	n/a	Access to email inboxes password protected.	For as long as is deemed necessary	Onsite forwarded are redacted by the forwarder to remove personal data where possible. Housekeeping - Regular 12 month review required to 'cleanse' data held. If matter for Ward Councillor or MP, PC to request originator to send direct.
General Public Records	Address, name, content	General Public	No	General public contact the Parish Council via non electronic format	Administration of Council	Used to communicate response between parish council and individual	Legitimate interest	Clerk	Councillors	Electronically and Paper	Original copies locked away whilst needed and thereafter destroyed, times to be kept scanned into the PC which is password protected and the original destroyed.	n/a	Paper records held under lock and key.	For as long as is deemed necessary	Onsite forwarded are redacted by the forwarder to remove personal data where possible. Housekeeping - Regular 12 month review required to 'cleanse' data held. If matter for Ward Councillor or MP, PC to request originator to send direct.
General Public Records	Name and telephone number	General Public	No	Directly from General public.	Administration of Council	Used to communicate between parish council and individuals by telephone	Legitimate interest	Clerk	No-one	Electronically	On Telephone	n/a	Telephone password protected.	For as long as is deemed necessary	
Planning applications	Name, address, comment content	General Public, developers, agents, architects	No	Collected by CBC and shared with Council in electronic format	Administration of Council	Used solely to aid response to Local Planning Authority	Public Task	Central Bedfordshire Council	General public	Electronically	Central Bedfordshire Council website	n/a	n/a	n/a	
Contractor Records	Contractor contracts, contact details and references	Contractor	No	Direct from contractor	Contract administration	To enable monitoring of contracts	Contractual necessity	Clerk	Councillors, Staff	Electronically	on PCs, hard copies locked away.	As listed	PCs password protected, hard copies locked away.	Minimum of 6 years from the end of the financial year that they relate to.	
Contractor Records	Invoices, account statements and bank details	Contractor	No	Direct from contractor	Contract administration	Making payment for services and goods provided	Contractual necessity	Clerk	Councillors, Internal Auditor	Electronically and Paper	On PCs which are password protected, hard copies locked away.	As listed	PCs are password protected, hard copies are locked away.	Minimum of 6 years from the end of the financial year that they relate to.	Payments record list and invoices showing personal details to be redacted if viewing requested by member of the public.
Grant Records	Grant applicant name, address, telephone number, bank details	Grant applicant	No	Grant application form submitted by grant applicant	Administration of Council	Used to respond and process grant applications made to council	Public Task	Clerk	Councillors	Electronically and Paper	PCs, which are password protected, hard copies locked away.	n/a	Access to Clerk and Councillor PC's password protected. Paper records held under lock and key.	Minimum of 6 years from the end of the financial year that they relate to.	Personal data redacted from documents prior to sharing with councillors. Amend grant application form to include DPA.
Volunteer Records	Volunteer details (name, address, email and tel nos)	Volunteers	No	Direct from volunteers	Administration of Council	Used to record details of volunteers at different Parish Council events and those who are part of working groups	Legitimate interest	Clerk	No-one	Electronically	On Clerks PC.	n/a	Access to Clerks PC is password protected.	General event attendance and correspondence for 1 year after event taken place	

Volunteer Records	Volunteer training records	Volunteers	No	Direct from volunteers	Administration of Council	Used to record volunteer services that carry a risk of damages claims not related to personal injury	Legal obligation	Clerk	No-one	Electronically	On Clerks PC	n/a	Access to Clerks PC is password protected.	Up to 6 years	
Event Records	Requirements of accident reporting	volunteers and general public	Yes	Direct from individual	Health & Safety legal requirement	Compliance with Health & Safety legislation	Legal Obligation	Clerk	No-one	Paper	PC, hard copies locked away	n/a	Paper records held under lock and key	For 3 years after the accident	
Parish Council Records	Parish Council minutes	Councillors and public	No	Direct from Councillors and general public	Administration of Council	Formal record of meeting information and decisions for council governance and public record.	Legal obligation	Bedfordshire County Archives for historic meeting minutes.	No-one	Paper	Bedfordshire County Archives	As listed	Documents can only be retrieved from storage by the Parish Council	Indefinitely	Continue to leave out names of the public who contribute at meetings.
								Parish Clerk holds signed minutes.	The Clerk and general public upon request	Paper	Hard copies filed away	n/a	None required however paper records held under lock and key.	Indefinitely	
								Parish Clerks holds draft minutes	Clerk	Paper	Hard copies filed away	n/a	None required however paper records held under lock and key.	Indefinitely	
								Parish website displays digital copies	General public	Electronically	www.camdenandchicksandpc.gov.uk	As listed	None required	Indefinitely	
Parish Council Records	Legal Agreements (name, address, contact details, content)	Individuals or organisations making agreement with the Council	No	Direct from individual or organisation	Contract or legal administration	Formal record of contract for services or goods	Contractual necessity, Legal obligation, Legitimate interests	Clerk	Councillors	Electronically and Paper	PCs, hard copies filed away	n/a	Access to Clerk and Councillor PC's password protected. Paper records held under lock and key.	Minimum of 6 years from the end of the financial year that they relate to.	
External Organisation Email Provision	All who contact the PC via the email	The organisation and their contacts	Yes	During organisations normal operations	Provision of service	Not used by the Parish Council	Contractual obligation	Clerk	Councillors	Electronically	PCs	As listed	PCs password protected	n/a	

