

Data Audit:

Name: West Coker Parish Council

Service Areas where data is generated	Council Managed	Type of Data Collected	Sensitive	Legal Basis for processing	Tick	Retention Period	Where is data stored
Allotments	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Names, addresses, emails, telephone numbers	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Cemetery	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Names, addresses, emails, telephone numbers	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Play Areas	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Complaints, damage reports	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>		
Recreation Grounds	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Complaints, damage reports	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>		
Open Spaces (other)	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Complaints, damage reports	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>		
Public Toilets	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Complaints, damage reports	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Consent Contract	<input type="checkbox"/> <input type="checkbox"/>		

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				Legal Obligation Vital Interest Public Task	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Venue Hire	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Names, addresses, emails, telephone numbers	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Sports Field/Pavilion Hire	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Names, addresses, emails, telephone numbers	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Pay to play facilities	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Names, addresses, emails, telephone numbers	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Grounds Maintenance	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Contractor information	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Democratic	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Electoral roll, Ward Councillor details, agendas, minutes, reports	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Councillors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Councillor Details, Names, addresses,	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

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		emails, telephone numbers		Vital Interest Public Task	<input type="checkbox"/> <input type="checkbox"/>		
Employees	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Name, address, email, telephone number, financial details, date of birth, NI number, Tax Code, next of kin details.	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Contractors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Name, address, email, telephone number, financial details	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Website	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	None	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Newsletter (electronic)	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Name, email	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Newsletter (hard copy)	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	None		Consent Contract Legal Obligation Vital Interest Public Task	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Neighbourhood Plan	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Name, email	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Consent Contract	<input type="checkbox"/> <input type="checkbox"/>		

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				Legal Obligation Vital Interest Public Task	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Complaints	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Name, address, email, telephone number,	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Volunteers	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Name, address, email, telephone number,	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Financial	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Name, address, email, telephone number, invoice information	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Planning	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Personal details, addresses,	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>		
Emails and correspondence	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Name, address, email, telephone number,	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation Vital Interest Public Task	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>		
Complaints	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Name, address, email, telephone number,	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Consent Contract Legal Obligation	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

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				Vital Interest Public Task	<input type="checkbox"/> <input checked="" type="checkbox"/>		

#### Legal Basis Explanations:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
- (d) Vital interests: the processing is necessary to protect someone's life.
- (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.) **Please note that this lawful basis is currently being revised and although the revisions are not expected to impact significantly on the town and parish council sector this does need to be kept under review.**

#### SECURITY MEASURES

- Daily/weekly backups
- Paper files stored in locked cabinet
- Antivirus and firewall protection
- Limited access to personal data internally