

This questionnaire is designed to assist the Town Council to audit personal data. Please complete this form as comprehensively as possible. The purpose of a data audit is to determine what data the Council is processing, what it is used for, where it is located and who has access to it.

Glossary

- **"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.

PART A:		YOUR INFORMATION
1.	Person completing questionnaire	
	Name:	Sharon Clayton
	Role:	Town Clerk – Data Processor
	Telephone no:	01952 727509
	Email:	townclerk@muchwenlock-tc.gov.uk
2.	Data Controller:	Much Wenlock Town Council
3.	Date you completed this questionnaire	15 June 2018

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>a) What type of personal data does the council keep? e.g. name, contact details such as bank details.</p> <p>b) Where does the council get the personal data from? e.g. staff, residents, other local authorities, charities and sports clubs, community groups, recruitment agencies.</p> <p>c) Why does the council collect or process the data – what does the council do with the personal data? For purposes relating to: e.g. local resident concerns, management of council facilities, services and staff, contract management, performance of statutory functions. [Please list all reasons]</p> <p>d) Who does the council disclose personal data to? 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>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.</p>	<ul style="list-style-type: none"> ● Employee names, addresses, email addresses, telephone numbers, date of birth, NI/PAYE and pension details. ● Employee next of kin contact details. ● Employee bank details. ● Councillor and trustee names, addresses, email addresses, telephone numbers and personal details required for banking purposes. ● Burial records ● CCTV images <p>Personal data is acquired from employees, volunteers, contractors, Shropshire Council, Shropshire County Pension Fund, other town and parish councils and some members of the public.</p> <p>The Council collects personal data and uses it for processing salaries, pensions, recruitment, performance management, professional advice, bank details, burials, FOI and 'subject access requests'.</p> <p>Councillors, employees as part of their job specification, contractors, HMRC, Funeral Directors, burial authorities, Shropshire County Pension Fund the Council's bankers and the police</p> <p>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? e.g. for safeguarding compliance; physical or mental health data relating to staff; racial and ethnic origin relating to equal opportunities monitoring. [Please list anything else]</p>	<p>NO</p> <p>N/A</p>
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PART C: SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH		
<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. [Please list any others]</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. [Please list any others]</p> <p>c) Where does the council get the data from? e.g. the individuals, suppliers. [Please list any others]</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. [Please list any other reasons].</p>	<p>People buried in Much Wenlock cemetery and members of their family, contractors, Shropshire Council and advisory services</p> <p>Names, addresses, phone numbers, email addresses, bank details, NI numbers, tax codes, dates of birth, dates of death, place of death, education and qualifications</p> <p>Contractors, employees, volunteers, councillors, local authorities and members of the public</p> <p>For statutory and discretionary functions including property maintenance and repairs to council property, burial purposes, the recruitment and management of staff and volunteers</p>

PART D: GENERAL QUESTIONS ABOUT PERSONAL DATA		
6.	<p>a) How does the council store the personal data collected?</p> <p>b) Does the council 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 does the council manage access to data?</p> <p>d) What is the process involved in giving access to staff or councillors?</p>	<p>Personal data is stored in electronic form and paper copies.</p> <p>Yes, personal data is only accessible to authorised personal. Hard copies are locked away safely and electronic data is password protected.</p> <p>See (b) above</p> <p>By granting delegated authority via properly convened Town Council meetings.</p>
7.	<p>a) Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.</p>	<p>The Town Council has a document retention policy which specifies how long personal data should be kept. Unwanted personal data is shredded. Personal data not applicable in 'subject access requests' is redacted. Personal data is restricted to the Council's administrative staff and Town Councillors delegated responsibility to deal with personnel matters.</p>
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>The Town Council's administrative staff and Town Councillors with delegated responsibility to deal with personnel matters.</p> <p>No</p>
9.	<p>Does the council provide a copy of all existing privacy notices?</p>	<p>Yes</p>
10.	<p>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.</p>	<p>No</p>
11.	<p>Does the council have any policies, processes or procedures to check the accuracy of personal data?</p>	<p>The Town Clerk regularly reviews the accuracy of personal data and keeps it up to date.</p>

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>	<p>Yes</p> <p>Data Protection Policy</p>
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>	<p>Yes</p> <p>Yes, the Town Council has a General Privacy Notice, a Subject Access Policy and a Subject Access Request Procedure.</p>
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.	<p>a) Are cookies used on our council website?</p> <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>Yes</p> <p>Yes</p> <p>No</p> <p>Yes – The Council's website has a 'pop-up' which states: "We use cookies to ensure that we give you the best experience on our website. If you continue to use this site we will assume that you are happy with it – OK"</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>	<p>The Town Clerk has received training about data protection.</p> <p>The Town Clerk has access to information on data protection.</p>
18.	a) Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date?	Yes, the Town Clerk.

	b) If so, how regularly are these activities carried out?	When there are changes to personal details.
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19.	a) What does the council do about archiving, retention or deletion of personal data?	The Town Council has a document retention policy.
	b) How long is personal data kept before being destroyed or archived?	Data is kept in accordance with the Town Council’s document retention policy.
	c) Who authorises destruction and archiving?	The Town Clerk.

PART E: MONITORING		
20.	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: (i) computer networks and connections (ii) CCTV and access control systems (iii) communications systems (e.g. intercom, public address systems, radios, walkie-talkies) (iv) remote access systems (v) email and instant messaging systems (vi) telephones, voicemail, mobile phone records [Please list anything else].	None No Yes No No No Yes
	b) Does the council have notices, policies or procedures relevant to this monitoring?	Yes