

UPTON & NORTH ELMSALL PARISH COUNCIL DATA AUDIT & INFORMATION ASSET REGISTER

1. Purpose of this Document

This Data Audit and Information Asset Register identifies all personal data processed by Upton & North Elmsall Parish Council, including:

- What information is held.
- Why it is held.
- Where it is stored.
- Who has access.
- How it is protected.
- How long it is retained.

This document demonstrates compliance with:

- UK GDPR.
- Data Protection Act 2018.
- Freedom of Information Act 2000.
- Local Government transparency requirements.

It supports the Council's:

- Data Protection Policy.
- Privacy Notices.
- Data Retention and Disposal Policy.
- Information Security practices.

2. Types of Personal Data Processed

The Parish Council processes only limited personal data necessary to carry out its statutory functions.

Typical data includes:

- Names.
- Postal addresses.
- Email addresses.

- Telephone numbers.
- Employment details.
- Financial details for payments.
- Correspondence.

The Council does not normally process special category data, except where necessary for employment or legal obligations.

3. Information Asset Register

Governance and Meetings

Information Asset	Data Held	Purpose	Legal Basis	Storage Location	Access	Retention	Security Controls	Risk Level
Council Minutes	Names of councillors / Residents speaking	Record decisions	Legal obligation	Council computers / OneDrive / website / Paper archives	Clerk / Admin Manager / Councillors	Permanent	Password protected systems	Low
Agendas and reports	Names and contact details occasionally included	Meeting administration	Legal obligation / Public task	Council computers / OneDrive / website / Paper archives	Clerk / Admin Manager	Permanent record	Password protected systems / Controlled editing rights	Low
Register of Interests	Councillor financial interests	Transparency and compliance	Legal obligation	Website / District Council website / Paper archives	Public	Duration of office	Statutory publication	Low

Councillors

Information Asset	Data Held	Purpose	Legal Basis	Storage Location	Access	Retention	Security Controls	Risk Level
Councillor contact details	Name / Email	Public contact	Public task	Website / Contact lists	Public	During term	Official council emails	Low
Co-option applications	Personal statements / Contact details	Selection process	Public task	Paper archives	Clerk / Council	6 months after decision	Secure storage	Low

Staffing

Information Asset	Data Held	Purpose	Legal Basis	Storage Location	Access	Retention	Security Controls	Risk Level
Personnel records	Address / NI number / Employment history	Manage employment	Legal obligation / Contract	Secure digital files	Clerk / Chair	6 years after employment	Password protected / Secure storage	Medium
Payroll data	Bank details / Salary	Pay employees	Legal obligation	Accounting software	Clerk / Bank signatories	6 years	Secure banking system	Medium
Recruitment records	CVs / Applications	Recruitment process	Legitimate interest	Paper archives	Clerk	6 months	Secure storage	Low

Finance and Procurement

Information Asset	Data Held	Purpose	Legal Basis	Storage Location	Access	Retention	Security Controls	Risk Level
Supplier records	Names / Contact details / Bank details	Payment for services	Contract	Accounting system / Bank / Paper archives	Clerk / Admin Manager	6 years	Banking security controls	Medium

Information Asset	Data Held	Purpose	Legal Basis	Storage Location	Access	Retention	Security Controls	Risk Level
Invoices	Supplier information	Financial records	Legal obligation	Accounting software / Digital files / Paper archives	Clerk / Admin Manager / Auditors	6 years	Restricted access	Low
Grant applications	Contact details / Organisational information	Assess funding requests	Public task	Digital files / Paper archives	Clerk / Councillors	7 years if awarded	Secure storage	Low

Correspondence and Casework

Information Asset	Data Held	Purpose	Legal Basis	Storage Location	Access	Retention	Security Controls	Risk Level
Resident enquiries	Names / Contact details	Respond to queries	Public task	Email / Paper archives	Clerk / Admin Manager	6 months after resolution	Official email accounts	Low
Complaints	Personal details	Investigate complaints	Public task	Secure files	Clerk / Council	6 years	Restricted access	Medium

Community Services

Information Asset	Data Held	Purpose	Legal Basis	Storage Location	Access	Retention	Security Controls	Risk Level
Village Hall bookings	Contact details	Manage bookings	Contract	Digital booking records / Paper archives	Clerk / Admin Manager	1 year	Secure files	Low
Allotment tenancy agreements	Names / Addresses / Signatures	Manage allotments	Contract	Secure digital files / Secure paper archives	Clerk / Admin Manager	Tenancy period + 6 years	Password protection / Secure storage	Low

Information Asset	Data Held	Purpose	Legal Basis	Storage Location	Access	Retention	Security Controls	Risk Level
Allotment waiting list	Contact details	Allocate plots	Legitimate interest	Electronic records / Paper archives	Clerk / Admin Manager	Until allocated or removed	Password protection / Secure storage	Low

Digital Systems

System	Data Held	Purpose	Storage Location	Access	Security Controls
Council email accounts	Names / Email addresses	Communication	Cloud email server	Staff / Councillors	Two-factor authentication where possible
Accounting software	Supplier / Financial data	Financial management	Secure application	Clerk	Password protected
Council website	Published contact details	Public transparency	Web hosting provider	Clerk	Managed admin access
Cloud storage (OneDrive etc.)	Council documents	File storage	Secure cloud platform	Clerk	Controlled permissions

4. Data Security Measures

The Council protects personal data using appropriate technical and organisational measures including:

- password protected devices
- restricted access to council files
- official council email accounts for council business
- secure cloud storage
- encrypted financial systems
- regular deletion of unnecessary information

Paper documents containing personal data are stored securely and disposed of using confidential waste procedures.

5. Data Sharing

Personal data may occasionally be shared with:

- internal and external auditors
- Wakefield Metropolitan District Council
- HMRC or pension providers
- law enforcement where legally required

Data is never shared for commercial purposes.

6. Risk Assessment

The Council processes primarily low-risk personal data such as contact information.

Where higher risk processing occurs (for example employment records or financial data), additional safeguards are applied.

Where required, the Council will complete a Data Protection Impact Assessment (DPIA).

7. Data Breach Procedure

If a personal data breach occurs the Council will:

- Assess the breach immediately
- Record the breach internally
- Notify the Information Commissioner's Office within 72 hours where required
- Inform affected individuals if necessary

8. Review

This document will be reviewed:

- Annually
- when new services are introduced
- when new data processing activities occur