



Data Audit

Legislation

The purpose of a data audit is to find out what data Aldbourn Parish Council is processing, what is it used for, where it is located and who has access to it. It is an important step in assessing whether there are any risk in the type of process the Council carries out. This document should be read in conjunction with existing policies, Privacy, Data Protection & Document Retention.

Document	Personal detail held	Purpose	How it is held	Legal Basis	Length of time to be held	Shared with	Purpose of sharing
Allotments							
Details of allotment tenants.	Contact details.	Contractual.	Electronic.	Contract.	Tenancy + 1 year.	Not shared.	N/A
Allotment waiting list.	Contact details.	Prospective tenant.	Electronic.	Contract.	Until allocated a plot or request to be removed.	Not shared.	N/A
Beating the Bounds							
Details of land owners.	Contact details.	Permission.	Electronic.	Public task.	Until change of ownership.	Names only shared with walk organisers.	Organisation.
Contractors/Procurement							
Contractors providing goods or services for the Council.	Contact details.	Contractual.	Electronic.	Contract.	Contract period + 3 years.	Not shared.	N/A

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Contractors/Procurement continued							
Invoices.	Goods/services received/supplied.	As a record/ for financial purposes.	Electronic.	Legal obligation.	6 years	Parish Council bank signatories/ Internal auditor.	Authorise payments/ Financial governance.
Paying for goods.	Bank details.	For the payment of invoices for service or goods. Annual review and removal of details no longer required.	Electronic.	Contract.	Whilst providing service + one year after cessation of contract.	Parish Council bank signatories.	Authorise payments.
Correspondence							
Planning applications.	Personal details.	To assist planning applications recommendations	Electronic.	Public task.	Until after discussed at Planning Committee or Full Council meeting.	Links to information held on Wiltshire Council website shared.	Decision making.
Correspondence from residents and address/email address/telephone numbers.	Personal details.	To respond to resident correspondence.	Electronic/ Hard copy.	Public task.	2 months after resolution.	Councillors as required.	To assist in resolving queries.
Councillors							
Application for co-option.	Contact details and reasons for wanting to be a parish councillor.	Reference.	Electronic.	Public task.	Until the end of the co-option process.	Parish councillors - location and reasons only.	Decision making.
Declaration of interest forms.	Pecuniary and other interests.	Legal requirement.	Electronic. Added/updated by councillors on Wiltshire Council website.	Public task.	Length of time a councillor is a member of the APC.	Public via Wiltshire Council website. Link to information from PC website.	Public information.

Document	Personal detail held	Purpose	How it is held	Legal Basis	Length of time to be held	Shared with	Purpose of sharing
Councillors continued							
Councillors full contact list.	Contact details.	Reference for councillors/Clerk to make contact with each other.	Electronic.	Public task.	To be updated/ amended as change dictates and kept for up to a year after a councillor leaves APC.	Councillors.	Contact and communication.
Councillors restricted contact list.	Telephone number and email address.	Reference for the public to contact councillors.	Electronic/ hard copy (PC website and noticeboard).	Public task.	To be updated/amended as change dictates and kept for up to a year after a councillor leaves APC.	Public via website and noticeboard.	Public information.
Photographs (where provided).	Identity.	Reference for the public.	Electronic on website and hard copy on noticeboard.	Public task.	To be updated/ amended as change dictates and deleted as soon as the councillor leaves the Council.	Public via website and noticeboard.	Public information.
Emails							
Staff and councillors using .gov email addresses.	Names, emails, addresses, personal information.	Information sharing and communication between staff, councillors, statutory consultees and members of the public.	Electronic.	Contract/ public task.	2 months (or depending on subject).	Parish Council.	N/A.

Document	Personal detail held	Purpose	How it is held	Legal Basis	Length of time to be held	Shared with	Purpose of sharing
Insurance							
Insurance documents.	Insurance schedule.	To evidence sufficient insurance cover for the Council.	Electronic.	Legal obligation.	Until superseded by new policy.	Not shared.	N/A
Members of the public							
Electoral Register	Names & addresses.	Reference.	Electronic.	Public task.	Current year only.	Not shared. Wiltshire Council share information.	N/A
Enquiries from MOP.	Contact details.	To request information, pass on information or make a statement.	Electronic/hard copy.	Public task.	For as long as is necessary.	Not shared.	N/A
Funding applications.	Contact details, reason for requesting funding, other relevant details about the organisation making the request.	To consider requests for funding.	Electronic.	Public task.	1 year awarded/ 6 mths if not.	Details of name/group amount and reason only shared with councillors and on public agenda.	Decision making.
Members of the public continued							
Photographs.	Identity.	Promotion of events and tasks undertaken.	Electronic.	Public task.	For as long as is necessary.	Public on website/ Facebook and promotional material.	Promotion/ Historical.

Document	Personal detail held	Purpose	How it is held	Legal Basis	Length of time to be held	Shared with	Purpose of sharing
Minutes							
Minutes.	Minutes for Council and committee meetings.	Record of decisions.	Electronic/ hard copy.	Legal obligation.	Indefinitely.	Parish Council Website. Hard copy on parish noticeboard and held in parish office. Archived at Country Record Office.	Public information.
Personnel – Staff							
Employment e.g. contract, pension, CV, appraisal.	Contact details, National Insurance Number, employment history, etc.	Setting up and managing employment of staff.	Electronic / Hard copy.	Legal obligation.	6 years after employment with APC has ceased.	Not shared.	N/A
CV's & applications of job applicants.	Contact details and personal details of employment history.	Recruitment.	Electronic / hard copy.	Public task.	6 months after notifying unsuccessful applicant(s).	Not shared.	N/A
Tenants							
Details of Parish Council tenants.	Contract details and lease agreements.	Legal requirement.	Electronic and hard copy.	Legal obligation / contractual.	12 years after expiry of agreement.	Not shared.	N/A
Employment – payment of salaries.	Bank details.	Payment of salaries.	Electronic/ Shape Payroll.	Legal obligation	Duration of employment.	Parish Council bank signatories.	Authorise payments.

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Document	Personal detail held	Purpose	How it is held	Legal Basis	Length of time to be held	Shared with	Purpose of sharing
Volunteers							
Contact details.	Names, address, and email address.	Contact for volunteer activities.	Electronic.	Public task.	Whilst active + 12 months after active.	Councillors as required.	Contact and communications
Photographs.	Identity.	Promotion of events and tasks undertaken.	Electronic.	Public task.	For as long as is necessary.	Public on website/ Facebook and promotional material.	Promotion/ Historical.

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