

**COTFORD ST LUKE PARISH
COUNCIL DATA AUDIT**

Legal C - Consent, LO - Legal Obligation, PT - Public Task,
basis Key: CT - Contract VI - Vital Interest, LI - Legitimate Interest

Persons completing audit: Helen
McGladdery - Clerk and RFO

What data is held	Where did the data come from	Is the data sensitive	Has there been positive consent (opt in/out)	Why is it kept	What is the legal basis for keeping it	How long will the data be kept and is it secure	Will the data be shared with anyone	if the data is shared, has the external source confirmed they agree to this
Maintanance contractor and bank details	Contractor	No	No	To enable payments	CT	Bank details stored on payee screen of onlinr banking and invoices in filing cabinet	Bank to enable payment, Councillors to authorise payments	
Employee bank details	Employee	no	no	To enable payments	CT	Kept until employee contrat ends, bank details kept on payee screen of online banking	Bank to enable payment, Councillors to authorise payments	
Employee details	Employee	Yes	no	Necessary for employment	LO	kept until employee contrat ends	Yes, HR committee, HMRC and Pension provider	Yes
Councillors names and contact details	Individual Coucnillors	No	No	Communication	LO	Whilst Cllr in post	Residents	n/a
Volunteers	volunteers	Yes	Yes	Communication	C	As long as the volunteers are active	Yes, Chair, as co-ordinator of volunteers	Yes
Website newsletter subscribers	subscriber	Yes	Yes	Communication	C	Until they unsubscribe	No	n/a
