

Cutcombe Parish Council

Data Audit

Adopted 16th June 2026 Minute Item 26/54 iv)

Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis for Processing	How Stored	Security/Access	Action Required
<i>Councillors</i>						
Register of Interests	Legal requirement	Sent to monitoring officer at Somerset Council	Legal obligation	Electronically & Paper	Paper in cabinet that only the Clerk has access to. Electronically on password protected computer, backed up on hard drive	Ensure only holding current councillors' data
Contact Information	Admin of council	Held by clerk for admin duties	Public Task	Electronically & Paper	Paper in cabinet that only the Clerk has access to. Electronically on password protected computer,	Ensure only holding current councillors' data

					backed up on hard drive	
Councillor's names in minutes, i.e. showing attendance	Legal requirement	Appears in minutes	Legal obligation	Electronically & Paper	Publicly accessible on website and minute books held at Somerset Archives	None
Telephone Numbers	Communication with residents	Appear on the website	Public Task	Electronically	Publicly accessible on the website	None
Employees						
Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis for Processing	How Stored	Security/Access	Action Required
Personal details	Legal obligation	HMRC, Pension, Payroll	Legal obligation	Electronically	Paper in cabinet that only the Clerk has access to. Electronically on password protected computer, backed up on hard drive	Ensure the data of former employees only retained for the legislative maximum time
Employment details/contract	Legal obligation	Payroll	Legal obligation	Electronically & Paper	Paper in cabinet that only the Clerk has access to. Electronically	Ensure the data of former employees only

					on password protected computer, backed up on hard drive	retained for the legislative maximum time
Bank Details	Process payroll	Input for electronic banking	Legal obligation	Electronically & Paper	Paper in cabinet that only the Clerk has access to. Electronically on password protected computer, backed up on hard drive	Ensure the data of former employees only retained for the legislative maximum time
<i>Electors/Parishioners</i>						
Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis for Processing	How Stored	Security/Access	Action Required
Email addresses	Communication with PC	Used to communicate response	Public Task	Held in line with item 6 of Parish Council Information Privacy Notice	Electronically on password protected computer, backed up on hard drive	Add privacy notice information to email template stating the privacy notice
Letters – Contact details	Communication with the Parish Council	Used to communicate response	Public Task	Stored until matter dealt with	Paper in cabinet that only the Clerk has access to	None

Planning Applications	Statutory consultee/legal obligation	Used solely to aid response to Local Planning Authority	Public Task	Electronically	Electronically on password protected computer, backed up on hard drive	None
<i>Donations</i>						
Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis for Processing	How Stored	Security/Access	Action Required
Names, addresses, email	Processing donation/grant by Parish Council	Used to respond to and process grant/donation applications	Public Task	Held in line with item 6 of Parish Council Information Privacy Notice	Paper in cabinet that only the Clerk has access to. Electronically on password protected computer, backed up on hard drive	None
<i>Contractors/Procurement</i>						
Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis for Processing	How Stored	Security/Access	Action Required
Names, addresses, email	Correspond with contractor and administer contract	Correspond with contractor and administer contract	Contractual necessity	Held in line with item 6 of Parish Council Information Privacy Notice	Paper in cabinet that only the Clerk has access to. Electronically on password protected	None

					computer, backed up on hard drive	
Paying for goods/services	Bank Details for contractors/suppliers	Through invoices for goods/services received	As a record/for financial purposes of a contract	Held in line with item 6 of Parish Council Information Privacy Notice	Paper in cabinet that only the Clerk has access to. Electronically on password protected computer, backed up on hard drive	None
<i>Tenants</i>						
Personal Data Processed	Purpose of Processing	How Processed	Lawful Basis for Processing	How Stored	Security/Access	Action Required
Details of Parish Council tenants	Correspond with tenant and administer lease agreements	Correspond with tenant and administer lease agreements	Legal obligation/contractual	Electronically & Paper	Paper in cabinet that only the Clerk has access to. Electronically on password protected computer, backed up on hard drive	None