

# Tolleshunt D'Arcy Parish Council Data Audit



<b>Version number</b>	1.0	<b>Minute reference</b>	
<b>Adopted by</b>	Full Council	<b>Review due</b>	Annually
<b>Date adopted</b>	24 <sup>th</sup> February 2026		

<b>Data Held</b>	<b>Purpose of Processing</b>	<b>How is the data held</b>	<b>Legal basis</b>	<b>Length of time to be held</b>	<b>Is the data shared</b>	<b>Purpose of sharing</b>
<b>Councillors</b>						
Register of Interests	Legal obligation to display on the website and provide a copy to the Monitoring Officer	Paper format kept in a locked filing cabinet. Electronically on a password-protected laptop. A link on the Parish Council website directed to the District Council website.	Legal obligation	For the duration of the time that the councillor is a member of the parish council	Electronically with the Monitoring Officer. A link on the Parish Council website directed to the District Council website.	Legal requirement
Contact Information	Administration of the council	Electronically on a password-protected laptop.	Legal obligation	For the duration of the time that the councilor is a member of the parish council	No	N/A

Data Held	Purpose of processing	How is the data held	Legal basis	Length of time to be held	Is the data shared	Purpose of sharing
Bank account information	Reimbursement of expenses	Electronically on Unity Trust Bank online banking	Legal obligation	For the duration of the time that the councillor is a member of the parish council	Unity Trust Bank	Pay expenses
Councillors' names in minutes	Legal obligation to include the names of Councillors in the minutes	Electronically on the Parish Council website. Electronically on a password-protected laptop. On paper in the Minute Books, either in the Parish Council Office or lodged at the Essex County Records Office.	Legal obligation	In perpetuity	Electronically on the Parish Council website. On paper in the Minute Books, lodged at the Essex County Records Office.	Legal requirement
Chair of the Meeting's signature	Legal obligation to include the names of Councillors in the minutes	On paper in the Minute Books, either in the Parish Council Office or lodged at the Essex County Records Office.	Legal obligation	In perpetuity	On paper in the Minute Books, lodged at the Essex County Records Office.	Legal requirement
Staff						
Employment details/contract	Legal obligation	Paper kept in a locked filing cabinet. Electronically, on a password-protected laptop.	Legal obligation	Until 6 years after employment has ceased with the Parish Council	No	N/A

Data Held	Purpose of processing	How is the data held	Legal basis	Length of time to be held	Is the data shared	Purpose of sharing
Name, address contact details, date of birth, national insurance number	Legal obligation	Electronically on a password-protected laptop.	Legal obligation	Until 6 years after employment has ceased with the Parish Council	HMRC, Essex Pension Fund	Reporting of PAYE and pension obligations
Bank account information	Payment of Salaries	Electronically on Unity Trust Bank online banking	Legal obligation	For the duration of employment	Unity Trust Bank	Pay salary
CVs and applications of job applicants	Recruitment	Electronically on a password-protected laptop.	Legal obligation	For 3 months after notifying unsuccessful applicant/s	No	N/A
Correspondence						
Correspondence including names and email addresses	To respond to correspondence	Electronically on a password-protected laptop.	Public task	12 months	Redacted emails may be shared with Councillors	To assist in resolving queries
Residents						
Electoral Register	The verification of elector eligibility for nominations and co-options	Electronically on a password-protected laptop.	Public task	Current year only	Must not be shared.	N/A

Data Held	Purpose of processing	How is the data held	Legal basis	Length of time to be held	Is the data shared	Purpose of sharing
Contractors						
Name and contact details	Contractual	Signed contract stored in locked filing cabinet. Electronically within Rialtas software, accessed on a password-protected laptop.	Contract	Duration of contract plus 7 years	No	N/A
Invoices	Goods/services received	Hard copy stored with accounting records. Electronically on a password-protected laptop.	Contract	6 years following the end of the relevant financial year	No	N/A
Bank account information	Payment of invoices	Electronically on Unity Trust Bank online banking	Contract	For the duration of the contract	Unity Trust Bank	Pay invoices

Data Held	Purpose of processing	How is the data held	Legal basis	Length of time to be held	Is the data shared	Purpose of sharing
<b>Cemetery Records – Exclusive Right of Burial</b>						
Name, contact details and signature of applicant	Contractual	Name and contact details electronically in Word Document on a password-protected laptop. Name, contact details and applicant in paper format kept in a locked filing cabinet. Exclusive Rights of Burial Certificate stored in a book in a fireproof safe.	Contract	Indefinite	No	To enable the secure and efficient administration of cemetery records
<b>Grant Applicants and Enquiries from Residents</b>						
Name, email address	Process grant application	Electronically in the form of an application form	Public task	6 years following the end of the financial year	No	To enable grant applications
<b>Hire of Public Space and Pavilion</b>						
Name, contact Information including address and email	Administration of the council	Name and contact details electronically in Word Document on a password-protected laptop. Name, contact details and signature in paper format kept in a locked filing cabinet.	Public task	1 year after the hire date	No	N/A