

APPENDIX B

DATA PROTECTION AUDIT FORM

Name of Council:	Saltash Town Council
Clerk to the Council:	Sinead Burrows
Date of Audit:	10 th September 2025

Data Protection Principles:

- Processed fairly, lawfully and in a transparent manner;
- Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with the original purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes;
- Accurate and kept up to date;
- Kept in a form that permits identification no longer than is necessary;
- Processed in a way that ensures appropriate security of the personal data.

SECTION ONE: OVERVIEW			
DOCUMENT OR PROCEDURE	AUDIT COMMENTS	COMMENT	Town Council Comments
Data collected	<ul style="list-style-type: none"> • Council does collect personal data to carry out its legitimate business. 	Privacy notices need to be updated as required. Privacy impact assessments are in place for all new services.	Privacy Notice is being updated as required.
Data Protection Officer	<ul style="list-style-type: none"> • The Office Manager oversees everyday Data Protection at the Council and sends out regular reminders to all staff to be aware of data protection. An independent DPO has also been appointed to provide support, undertake audits 	DPO has been appointed in line with best practice. Continue to remind staff of data protection obligations	Annual data protection refresher training completed; annual training to be undertaken and annual audits scheduled.

ICO Registration	<ul style="list-style-type: none"> In place and renewed annually. 	Ensure renewal is on a direct debit for automatic renewal and some cost saving.	Renewal is set up automatically in June.
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SECTION ONE: POLICIES AND PROCEDURES			Town Council Comments
DOCUMENT OR PROCEDURE	ACTION	COMMENT	
Data Protection Policy Policy on the website	<ul style="list-style-type: none"> Policy is on place; Policy reviewed regularly; Uploaded onto website 	Policy available on website. Updated in 2024. May require further update once the Data (Use and Access) Act 2025 is fully implemented.	Data Protection and Retention Policy under review following data protection reforms that took effect on 5 February 2026
Privacy notices in place Privacy notices being used Evidence of privacy notices reviewed	<ul style="list-style-type: none"> Privacy notices in place; Privacy notices being implemented via website but they need to be included on all hard copy forms; A review of the privacy notices in place has been undertaken. 	Most of the Council's documents have a reference to the way data is used and stored. Recommend that the privacy notices be updated and included on all documents that require personal information to be provided.	All privacy notices are reviewed and updated annually to ensure they remain accurate, compliant, and easy to understand.
Staff training available Staff training records in place Councillor training	<ul style="list-style-type: none"> Training for staff is available; Councillor training is available. 	Recommend that annual training updates and refresher sessions are provided for both staff and Councillors. Ensure that data protection training is provided to every new Councillor following elections.	This is already carried out. Annual data protection training and refresher sessions are provided for staff and Councillors, and all newly elected Councillors receive training as part of their induction.

SECTION ONE: POLICIES AND PROCEDURES			Town Council Comments
DOCUMENT OR PROCEDURE	ACTION	COMMENT	
Procedure to handle Subject Access Requests Plan to handle requests Rights of Access Procedure	<ul style="list-style-type: none"> In place SAR form in place. 	Recommend that the SAR procedure continues to be reviewed regularly.	SAR forms reviewed regularly
Procedure to undertake a Data Privacy Impact Assessment when new services are taken on.	<ul style="list-style-type: none"> Currently DPIAs are being undertaken for two new services. 	Recommend that the DPIA assessments continue to be reviewed regularly.	DPIA's reviewed regularly
Protection of children's personal data policy and/or Safeguarding Statement	<ul style="list-style-type: none"> No specific services are provided for children under 16 years of age. Safeguarding Policy is in place and information to key support contacts provided. 	Continue to keep this area under review.	Ongoing / Actioned
Does your organisation contact any EU member states (twinning associations etc)	<ul style="list-style-type: none"> The town is twinned but the Council does not appear to have any involvement in the Association. 		Auditor will be informed of increased involvement planned for 2026

SECTION TWO: DEMOCRATIC AND ADMINISTRATION				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Democracy				
Official Councillor Emails	Electronic	<ul style="list-style-type: none"> All Councillors are provided with an official Town Council email; Councillor emails are publicised on the website; Councillors mainly contacted by Town Council Officers, local parishioners and local organisations. 	Ensure that all staff and Councillors are using their official email addresses for Council related business.	Ongoing / Actioned

SECTION TWO: DEMOCRATIC AND ADMINISTRATION				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Democracy				
Councillor Privacy Notice Consent	Paper and electronic	<ul style="list-style-type: none"> Consent notice is in place at present. Councillor details obtained are as follows: <ul style="list-style-type: none"> Name (essential) Address (optional) Telephone number (optional) Email address (official) Photo (optional) Personal statement Any specific requirements 	Ensure that all Councillors complete a Councillor privacy consent notice to allow personal details and photographs to be published.	Ongoing / Actioned
Storage method of Councillor Information	Paper and electronic	<ul style="list-style-type: none"> Electronic storage of personal details of Councillors in specific electronic folder; Email storage is on the main server. 	Ensure that all Councillor personal information is properly deleted in line with retention policy once they have stepped down from their position.	Ongoing / Actioned
Retention of Councillor Information	Paper and electronic	<ul style="list-style-type: none"> Retention Policy reference to allowance register and has an appendix B outlining deletion of certain Councillor related information. Process to delete information is in place 	Retain as outlined in retention policy and then delete as required.	Ongoing / Actioned
General				
Public consultations	Paper and electronic	<ul style="list-style-type: none"> Publicised on website, social media, noticeboards. No personal data collected 	Consider review of Data Retention Policy to ensure that consultations	Review of data retention policy is being actioned to

SECTION TWO: DEMOCRATIC AND ADMINISTRATION				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Democracy				
		<ul style="list-style-type: none"> except in exceptional circumstances; No specific mention in retention policy; This time limit should be included in the document retention policy Process to delete information in place. 	and other areas that may need to ne included are addressed.	include auditors comments
Complaints	Paper and electronic	<ul style="list-style-type: none"> Mainly received at enquiries@ email and forwarded on to relevant officer. Email then deleted; As per retention policy. Helda song as required then deleted. Time limit is included in the document retention policy Process to delete information in place. 	Council also has a GDPR@ and FOI@ email address in place. Ensure that a specific complaints item is included in the data retention policy.	Review of data retention policy is being actioned to include auditors comments
Newsletter		<ul style="list-style-type: none"> Not currently published Electronic news stories published on website with updates Town Mayor provides a regular update 	Keep under review. Publications are covered in the data retention policy.	Ongoing / Actioned
Grant forms	Paper and electronic	<ul style="list-style-type: none"> Community Chest Festival Fund Grant policy in place 	Recommend that a short Privacy Notice is included on the grant forms.	Ongoing / Actioned

SECTION TWO: DEMOCRATIC AND ADMINISTRATION				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Democracy				
Corporate including Financials				
Accounts	Paper and electronic	<ul style="list-style-type: none"> Zahara and Zero IT packages are in place; Records are mainly electronic with aim to be a paper free, clear desk department; 6 years from the end of the relevant financial year. Reason: Required by legislation; Process to delete information in place; Storage in the Cloud mainly with any hard copies stored in locked cabinets and secure room. 	IT packages are backed up in the Cloud. Clear desk policy in operation. Robust processes are in place.	Ongoing / Actioned
Existing contractor compliance verification	Paper and electronic	<ul style="list-style-type: none"> Contractors need to be compliant with the Data Protection Act 2018. 	Ensure contractors are checked for compliance.	Ongoing / Actioned
Invoicing	Paper and electronic	<ul style="list-style-type: none"> Some invoices include personal information from suppliers due to the size and nature of their business; Records and invoices are scanned on stored in electronic form; Secure storage of paper copies in place where required; 	Ensure adequate protection and backup is in place for all electronic information.	Ongoing / Actioned

SECTION TWO: DEMOCRATIC AND ADMINISTRATION				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Democracy				
		<ul style="list-style-type: none"> Electronic records are protected. 		
Payment to suppliers	Paper and electronic	<ul style="list-style-type: none"> Invoices are received in both paper and electronic format. Invoices include bank details etc; The majority of payments are made by BACS and direct debit; Credit cards are in place for electronic purchases etc; Secure process in place for payments by credit card; Cards are kept in secure place. 	<p>Robust processes are in place. Continue to monitor that processes are being observed and implemented.</p> <p>Financial Regulations are in place and are followed.</p>	Ongoing / Actioned.
Payroll	Paper and electronic	<ul style="list-style-type: none"> All payroll information is kept in both paper and electronic format; Brightpay software used for processing payroll; HR system in place for rotas and holidays; Electronic format backed up by the IT company; 	<p>Robust processes are in place. Continue to monitor that processes are being observed and implemented.</p> <p>Understood that every application pack for council vacancies includes a Data Protection Privacy Notice.</p>	Ongoing / Actioned.
Personnel Records	Paper and electronic	<ul style="list-style-type: none"> Retained in both a secured filing cabinet and electronically; Office is locked at end of use. 	<p>Robust processes are in place. Continue to monitor that processes are being observed and implemented.</p>	Ongoing / Actioned.

SECTION TWO: DEMOCRATIC AND ADMINISTRATION				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Democracy				
Recruitment	Paper and electronic	<ul style="list-style-type: none"> • Successful applicants information will be retained during their employment; • Unsuccessful applicant information deleted after six months. 	Robust processes are in place. Continue to monitor that processes are being observed and implemented.	Ongoing / Actioned.
Services				
Facilities	Paper and electronic	<ul style="list-style-type: none"> • Personal information collected from all hirers; • Mainly electronic forms submitted; • Word documents are available online via the website. 	Recommend that a short privacy notice is included on the hirer forms.	Ongoing / Actioned
Bookings	Paper and electronic	<ul style="list-style-type: none"> • Bookings package used • All bookings uploaded onto package and includes personal contact information. 	Recommend that the short privacy notice included on hire forms is updated.	Ongoing / Actioned.
Allotments	Paper and electronic	<ul style="list-style-type: none"> • Personal information obtained to record allotment plot holder information and to send invoice • Allotment records are kept for a minimum of six years; • No privacy notice is in place. 	Recommend that a short privacy notice is included on the allotment agreement.	Ongoing / Actioned
Cemetery	Paper and electronic	<ul style="list-style-type: none"> • Council manages one operational cemetery and maintains additional cemeteries. 	Recommend that a short privacy notice is included on all cemetery and memorial forms.	Ongoing / Actioned

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DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Democracy				
		<ul style="list-style-type: none"> Personal information collected; Details of grave owners needs to be proactively updated on a regular basis; Personal details relating to Memorial information needs to be updated regularly. 	<p>Recommend that personal information relating to grave owners and memorial owners is updated every three to five years via letter or email.</p> <p>Recommend that email addresses of all memorial owners are collected.</p>	
Twining	None	<ul style="list-style-type: none"> No involvement by the Council 	N/A	To inform auditor of Town Council and Twining 2026
Parks and Open Spaces		<ul style="list-style-type: none"> No personal or sensitive information is obtained to manage this service. 	Continue to monitor that processes are being observed and implemented.	Ongoing / Actioned
Disposal				
Disposal of IT assets	Electronic	<ul style="list-style-type: none"> External contractor is in place; Old hard drives extracted from old computers need to be securely disposed of. 	Recommend that written confirmation is requested from external contractors that all end of life storage devices have been erased/destroyed.	Ongoing / Actioned
Disposal of sensitive hard copy information	Paper	<ul style="list-style-type: none"> External contractor in place; Sensitive information and documentation is shredded when disposed of. 	Continue to monitor that processes are being observed and implemented.	Ongoing / Actioned

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DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Democracy				
Photocopier/scanner	Electronic	<ul style="list-style-type: none"> • Hard drive in old photocopiers should be fully deleted or destroyed. 	Ensure copiers that are replaced have their hard drives wiped.	Ongoing / Actioned

SECTION THREE: DATA SECURITY PROCEDURES				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
IT Processes				
Levels of password protection	Electronic	<ul style="list-style-type: none"> • Computers require password to access. • Passwords are only known by the user; • New passwords are generated by IT company if forgotten and changed by user; • No paper records are kept of passwords; • All computers are password protected. 	Robust processes are in place. Continue to monitor that processes are being observed and implemented.	Ongoing / Actioned
Data back-up procedures	Electronic	<ul style="list-style-type: none"> • Office 365 is backed up by IT company; • Specific software applications are backed up by the relevant provider. 	<p>Robust processes are in place. Continue to monitor that processes are being observed and implemented.</p> <p>Recommend that no data is stored on personal devices.</p>	Ongoing / Actioned

SECTION THREE: DATA SECURITY PROCEDURES				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
IT Processes				
Sensitive Information Access	Electronic	<ul style="list-style-type: none"> • There is a secure folder with restricted access for only the Clerk and her assistant; • Finance/payroll securely stored. 	Robust processes are in place. Continue to monitor that processes are being observed and implemented.	Ongoing / Actioned
Operating system updates	Electronic	<ul style="list-style-type: none"> • All computers in the Town Council are operating on Windows 11; • Windows updates are installed automatically on all computers; • Other software updated through the relevant IT company. 	Robust processes are in place. Continue to monitor that processes are being observed and implemented.	Ongoing / Actioned
Virus protection and updates	Electronic	<ul style="list-style-type: none"> • All town council computers are protected by antivirus software; • All computers update regularly. 	Robust processes are in place. Continue to monitor that processes are being observed and implemented.	Ongoing / Actioned
Personal data information storage	Paper and Electronic	<ul style="list-style-type: none"> • Currently, storage of personal data is mixed. Council is moving to reduce paper copies and focus on electronic backups. 	<p>Robust processes are in place. Continue to monitor that processes are being observed and implemented.</p> <p>Ensure that no personal data is currently being stored on Council devices.</p>	Ongoing / Actioned

SECTION FOUR: PERSONAL DATA COLLECTED				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Type of Data Collected				
Name	Paper and Electronic	<ul style="list-style-type: none"> All personal data acquired normally includes the name of the individual. This is usually recorded electronically either via email or on Council forms. Paper based records are being reduced and any information required is scanned and saved with the hard copy deleted; The Council does not share this information; There is no formal recording of telephone calls where personal data is obtained. 	<p>All Departments observe GDPR requirements for retaining personal data.</p> <p>Council is compliant with the way it handles all the personal data it retains.</p> <p>Council aims to delete any personal data it collects as soon as possible if it does not need to retain it to deliver its various services.</p>	Ongoing / Actioned
Contact Details	Paper and Electronic	<ul style="list-style-type: none"> All personal contact data acquired may include the address of the individual. This is normally recorded electronically and is obtained to liaise with the client or respond to a compliant. The Council does not share this information; There is no formal recording of telephone calls where personal data is obtained. 	Council is compliant across its service areas.	Ongoing / Actioned
Email	Paper and Electronic	<ul style="list-style-type: none"> Emails are collected to enable Council to respond 	Council is compliant across its service areas.	Ongoing / Actioned

SECTION FOUR: PERSONAL DATA COLLECTED				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Type of Data Collected				
		<p>electronically and to develop email contact lists;</p> <ul style="list-style-type: none"> All contact lists for promotional activities obtain consent if required. 		
Date of birth/age	Paper and Electronic	<ul style="list-style-type: none"> This information only collected to deliver specific services such as payroll. 	Council is compliant across its service areas.	Ongoing / Actioned
Religion or belief	Paper and Electronic	<ul style="list-style-type: none"> This information is only collected to deliver cemetery services. 	Council is compliant across its service areas.	Ongoing / Actioned
Financial details	Paper and Electronic	<ul style="list-style-type: none"> This information is collected from staff, Councillors, contractors and users of various council services to enable financial transactions to be completed efficiently; Salary payments are made by BACS; Invoices are normally paid by BACS; Income is collected mainly by electronic payments 	Council is compliant across its service areas.	Ongoing / Actioned
Racial or ethnic origin/nationality	Paper and Electronic	<ul style="list-style-type: none"> This information is collected mainly from employees to ensure they have the right to work. 	Council is compliant across its service areas.	Ongoing / Actioned
Disability status	Paper and Electronic	<ul style="list-style-type: none"> This information is requested from applicants when recruitment is undertaken. 	Council is compliant across its service areas.	Ongoing / Actioned

SECTION FOUR: PERSONAL DATA COLLECTED				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Type of Data Collected				
		<ul style="list-style-type: none"> This information may be requested from Councillors to ensure that any specific needs are addressed. 		
Physical/mental health info	Paper and Electronic	<ul style="list-style-type: none"> This information is only requested from applicants when recruitment is undertaken. Staff health information is retained in Personnel files to enable Council to meet any specific needs 	Council is compliant across its service areas.	Ongoing / Actioned
Sexual life	Paper and Electronic	<ul style="list-style-type: none"> This information is not normally collected. 	Council is compliant across its service areas.	Ongoing / Actioned
References	Paper and Electronic	<ul style="list-style-type: none"> This information is only requested from applicants when recruitment is undertaken. Reference information is only acted upon if someone is offered a position in the Council. References are retained in staff files. 	Council is compliant across its service areas.	Ongoing / Actioned
Education	Paper and Electronic	<ul style="list-style-type: none"> This information is only requested from applicants when recruitment is undertaken. Staff education information is retained in Personnel files 	Council is compliant across its service areas.	Ongoing / Actioned

SECTION FOUR: PERSONAL DATA COLLECTED				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Type of Data Collected				
Training requirements	Paper and Electronic	<ul style="list-style-type: none"> This information is requested from applicants once recruited to ensure that there is Continuous Professional Development; Staff training records and needs are kept in Personnel files to enable Council to meet any specific needs; Councillor training records are also kept securely. 	Council is compliant across its service areas.	Ongoing / Actioned
Employment details	Paper and Electronic	<ul style="list-style-type: none"> This information is requested from applicants when recruitment is undertaken. Previous employment details are kept in the relevant personnel file Current employment details are kept in relevant personnel files 	Council is compliant across its service areas.	Ongoing / Actioned
Gender/gender reassignment	Paper and Electronic	<ul style="list-style-type: none"> This information is not collected at any time. 	N/A	
Goods or services provided	Paper and Electronic	<ul style="list-style-type: none"> This information is requested from sole traders and companies. No personal information is normally gathered or recorded. 	Council is compliant across its service areas.	Ongoing / Actioned
Offences	Paper and Electronic	<ul style="list-style-type: none"> This information is only requested from applicants when recruitment is undertaken. 	Council is compliant across its service areas.	Ongoing / Actioned

SECTION FOUR: PERSONAL DATA COLLECTED				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Type of Data Collected				
		<ul style="list-style-type: none"> Any offences committed whilst in the employment of the town council will be recorded and stored appropriately. 		
Criminal record	Paper and Electronic	<ul style="list-style-type: none"> This information is only requested from applicants when recruitment is undertaken. There are a number of positions within the town council currently require a DBS check 	Council is compliant across its service areas.	Ongoing / Actioned
Marital status	Paper and Electronic	<ul style="list-style-type: none"> This information is collected for pension information; Titles of individuals are collected which may give some indication of marital status. 	Council is compliant across its service areas.	Ongoing / Actioned
Pregnancy/maternity status	Paper and Electronic	<ul style="list-style-type: none"> This information would only be obtained from staff. 	Council is compliant across its service areas.	Ongoing / Actioned
Biometric data	Paper and Electronic	<ul style="list-style-type: none"> This information is not collected at any time. 	N/A	N/A
Trade union membership	Paper and Electronic	<ul style="list-style-type: none"> This information is not collected. 	N/A	N/A
Medical information	Paper and Electronic	<ul style="list-style-type: none"> This information is collected and recorded from staff when required. 	Council is compliant across its service areas.	Ongoing / Actioned
Photographs	Electronic	<ul style="list-style-type: none"> Photos are collected from Councillors and staff; 	Council is compliant across its service areas.	Ongoing / Actioned

SECTION FOUR: PERSONAL DATA COLLECTED				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Type of Data Collected				
		<ul style="list-style-type: none"> • Photos of events and other Council activities are taken and stored; • Council obtains consent to use photographs. 		

SECTION FIVE: EVENTS				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Type of Data Collected				
Personal Data	Paper and Electronic	<ul style="list-style-type: none"> • All personal data acquired includes the name of the individual. Contact details, financial details and goods and services information; • Data is also collected from the public, volunteers, contractors and suppliers, community organisations and those taking part in events; • Information is updated annually; • Storage of trader information is retained on Shared Drive and Email server; • Sharing of this information is only implemented if consent has been obtained. • There is no formal recording of telephone calls where personal data may be obtained or if verbal consent 	<p>Robust storage processes are in place. Information mainly stored electronically.</p> <p>Continue to monitor that the processes relating to securely storing personal data are being observed and implemented.</p>	Ongoing / Actioned

SECTION FIVE: EVENTS				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Type of Data Collected				
		<ul style="list-style-type: none"> over the telephone has been requested and obtained; Contact details are stored on Service Team mobile phones. Mobile phones have password/pin protection. 		
Mailing Lists	Electronic	<ul style="list-style-type: none"> Mailing lists are developed using spreadsheets. No specific email package is used such as Survey Monkey. 	Robust process in place to ensure data remains secure.	Ongoing / Actioned
Trader/Performer Forms	Paper and Electronic	<ul style="list-style-type: none"> Website and hard copy; Privacy notice included; Mainly stored electronically. 	Robust process in place to ensure data remains secure.	Ongoing / Actioned
Photographs	Electronic	<ul style="list-style-type: none"> Photos of events taken and stored. Care is taken not to take photos where people can be identified; Consent is sought in writing for the use of any photos taken of individuals that may be used in publicity. 	<p>Robust process in place to ensure data remains secure.</p> <p>Continue to monitor that processes are observed and consent is obtained when photos are used officially.</p>	Ongoing / Actioned

SECTION SIX: OPEN SPACES				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Type of Data Collected				
Personal Data	Paper and Electronic	<ul style="list-style-type: none"> All personal data acquired includes the name of the 	Robust storage processes are in place.	Ongoing / Actioned

		<p>individual, contact details, financial details and goods and services information;</p> <ul style="list-style-type: none"> • Data is also collected from the Councillors, public, volunteers, allotment holders, Cemetery users, payroll, contractors and suppliers, community organisations and those taking part in events; • The department also collects data via surveys and public consultation when undertaken; • Data is collected from representatives of sports teams and hirers of facilities; • Information is updated on an ad-hoc basis as and when required; • Storage of trader information is retained on Shared Drive and Email server; • Sharing of this information is only implemented if consent has been obtained. • There is no formal recording of telephone calls where personal data may be obtained or if verbal consent over the telephone has been requested and obtained; • Contact details are stored on Service Team mobile 	<p>Information mainly stored electronically.</p> <p>Continue to monitor that the processes relating to securely storing personal data are being observed and implemented.</p>	
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		phones. Mobile phones have password/pin protection.		
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SECTION SEVEN: VENUE AND PONTOON HIRE			
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT
Type of Data Collected			
Personal Data	Paper and Electronic	<ul style="list-style-type: none"> All personal data acquired includes the name of the individual, contact details and financial details; Data is also collected via surveys and public consultation when undertaken; Data is collected from hirers of facilities; Information is updated either annually or on an ad-hoc basis as and when required. 	<p>Robust storage processes are in place. Information mainly stored electronically.</p> <p>Continue to monitor that the processes relating to securely storing personal data are being observed and implemented.</p>
Storage	Paper and Electronic	<ul style="list-style-type: none"> Mainly stored electronically on cloud based applications 	Robust storage processes are in place. Information mainly stored electronically.

SECTION EIGHT: STORAGE				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Storage Locations/Systems				
Main Council Offices	Paper and electronic	<p>All Council records are held at this location. This includes hard copy and electronic data. Electronic data is stored on a Cloud Based system.</p> <p>The following hard storage systems are in place</p> <ul style="list-style-type: none"> Secured cabinets 	<p>Continue to ensure that the building is secure (alarmed) and that computer equipment is password protected.</p> <p>No data should be held on individual computer hard drives.</p>	Ongoing / Actioned

SECTION EIGHT: STORAGE				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Storage Locations/Systems				
		<ul style="list-style-type: none"> Secured desk drawers Secure safes 		
Finance Office	Paper and electronic	<p>The following items are held:</p> <ul style="list-style-type: none"> Personnel records Timesheets Recruitment records/files Finance related paperwork <p>The following storage systems are in place</p> <ul style="list-style-type: none"> The majority of information is stored electronically Secured filing cabinets/cupboards Safe Secured desk drawers 	Council is compliant across its service areas.	Ongoing / Actioned
Reception	Paper and electronic	<p>The following items are held:</p> <ul style="list-style-type: none"> Customer information Email client information Council related paperwork Financial information (credit card machine) <p>The following storage systems are in place</p> <ul style="list-style-type: none"> Electronic cloud storage Secured filing cabinets/cupboards Secured desk drawers 	Council is compliant across its service areas.	Ongoing / Actioned

SECTION EIGHT: STORAGE				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
Storage Locations/Systems				
Council Offices in general	Paper and electronic	<p>The following items are held:</p> <ul style="list-style-type: none"> • Customer information • Email client information • Consultation and survey information • Recruitment records/files • Council related paperwork • Allotment information • Cemetery information <p>The following storage systems are in place</p> <ul style="list-style-type: none"> • Electronic storage backup • Secured filing cabinets/cupboards • Secured desk drawers 	Council is compliant across its service areas.	Ongoing / Actioned