

## Audit Questionnaire

### A. Glossary

- **"Personal Data"** is any information about a living person which can identify them. This is not just someone's name and address but any information which can identify them (directly or indirectly). For example a phone number or email address is personal data. Any other contact information or a person's employment history, or credit history are all personal data.
- **"Data controller"** is the person or organisation who determines the how and what of data processing.
- **"Data processor"** is the person or firm that processes the data on behalf of the controller.
- **"Data subject"** is the person about whom personal data is processed.
- **"Processing"** personal data means storing or deleting any personal data on a computer, database or some manual files (e.g. HR, allotment tenancy files or invoices with contractor payment details). The word 'processing' also covers selecting a name for a mailing list, or reading it off a screen during a call. It includes transferring and altering data. Indeed, practically anything done to personal data constitutes processing.
- **"Sensitive personal data or special categories of personal data"** are any of the following types of personal data about a data subject: racial or ethnic origin; political opinions; religious beliefs; trade union membership; physical or mental health or condition; sexual life or orientation; genetic data; and biometric data.

A. : YOUR INFORMATION		
	1. Person completing questionnaire a) Belinda Bulsing b) Joint interim acting clerk. c) 01473 890234. d) <a href="mailto:parishcouncilpettaugh@hotmail.uk">parishcouncilpettaugh@hotmail.uk</a>	
	Data Controller. Pettaugh Parish Council	
	31.3.21	
B. : COMMUNICATING PERSONAL DATA		

	<p>This section relates to communications with councillors, staff and local residents (including mailing lists) general public.</p> <p><b>a) What type of personal data does the council keep?</b> Email addresses, telephone numbers, addresses.</p> <p><b>b) Where does the council get the personal data from?</b> Mid Suffolk &amp; Babergh District Council, Suffolk County Council, SALC, Community Action Suffolk, PPC Pettaugh, contractors, HMRC, Suffolk Constabulary, Charities.</p> <p><b>c) Why does the council collect or process the data – what does the council do with the personal data?</b> In order to perform its statutory and regulatory duties. It uses the data in order to perform its statutory and regulatory duties as a Parish Council.</p> <p><b>d) Who does the council disclose personal data to?</b> Councillors, the public, website administrator, SALC, Mid-Suffolk &amp; Babergh District Council, Community Action Suffolk.</p> <p><b>e) Do the council or parish meeting minutes contain personal data?</b> Rarely.</p> <p><b>f) Does the council ever send personal data overseas and if so where to and to which organisation? This might include overseas companies providing database or email services.</b> Not knowingly.</p> <p><b>g) Does the council collect any sensitive personal data?</b> No.</p>	
<b>C. :</b>	<b>SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH</b>	
	<p>About individuals or representatives of organisations which supply us with services such as for council repairs, or with whom we are in contact</p> <p><b>a) Who does the council keep personal data about?</b> Suppliers of VAS Equipment, website storage, agents for insurance.</p> <p><b>b) What type of personal data does the council keep?</b> Name, contact details, email addresses.</p> <p><b>c) Where does the council get the data from?</b> E.g. the individuals, suppliers.</p> <p><b>d) Why does the council collect or process the data?</b> Supply of services and goods which enable the Parish Council to perform its duties as a Parish Council.</p>	
<b>D. :</b>	<b>GENERAL QUESTIONS ABOUT PERSONAL DATA</b>	
	<p><b>a) How does the council store the personal data collected?</b> Paper and electronic form.</p> <p><b>b) Does the council take any steps to prevent unauthorised use of or access to personal data or against accidental loss, destruction or damage? Documents are stored securely. Electronic data has IT security reviewed. No remote access to Parish PC. Parish PC restricted to use in one property only.</b></p> <p><b>c) How does the council manage access to data – what is the process involved in giving access to staff or councillors? Access limited to Parish clerks.</b></p>	

	<p>a) Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.</p> <p>b) Data retention and disposal policy. Privacy notice.</p>	
	<p>a) Who has access to / is provided with the personal data (internally and externally)?</p> <p>b) Access to; Parish Clerks. Provided with personal data; Councillors, SALC, public (via website),</p> <p>c) Is there an authorisation procedure for accessing personal data? If so, please provide details. Password guarded on Parish PC, website open to public on internet.</p>	
	Does the council provide a copy of all existing privacy notices? Yes.	
	So far as the council is aware, has any personal data which was gathered for one purpose been used for another purpose (e.g. communicating council news?) If so, please provide details. Not aware.	
	Does the council have any policies, processes or procedures to check the accuracy of personal data? Data Protection Compliance Officer.	
	<p>a) In the event of a data security breach occurring, does the council have in place processes or procedures to be followed? Yes.</p> <p>b) What are these? Policy for dealing with Data Breach.</p>	
	<p>a) If someone asks for a copy of personal data that the council holds about them, i.e. they make a 'subject access request', is there a procedure for handling such a request? Yes.</p> <p>b) Is this procedure contained in a written document? Yes.</p>	
	Does the council have an internal record of the consents which the council has relied upon for processing activities? e.g. to send council newsletters to residents. Yes.	
	<p>a) Are cookies used on our council website? No.</p> <p>b) Does the council provide information about the cookies used and why they are used? N/A</p> <p>c) Does the council keep a record of the consents provided by users to the cookies? N/A.</p> <p>d) Does the council allow individuals to refuse to give consent? Yes.</p>	
	Does the council have website privacy notices and privacy policies? Yes.	
	<p>a) What data protection training do staff receive. Councillors have read the NALC GDPR Toolkit.</p> <p>b) What does the training involve. See above.</p>	
	<p>a) Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date? Yes.</p> <p>b) If so, how regularly are these activities carried out? Ongoing.</p>	
	<p>a) What does the council do about archiving, retention or deletion of personal data? Data retention and Disposal policy.</p> <p>b) How long is personal data kept before being destroyed or archived? See Data Retention and Disposal policy.</p> <p>c) Who authorises destruction and archiving? The chair.</p>	