

Occold Parish Council Data Audit 2025-2026

Company Details				Data Protection Officer Details (if applicable)	
Name:	Occold Parish Council			Name:	Tina Newby
Address:	33 Tudor Rose Way, Harleston, Norfolk IP20 9QH			Address:	same
Contact Details:	parishclerk@occold-pc.gov.uk			Contact Details:	0772 678 0601

Business department or function	What are the categories of data subjects	For what purpose is the data being processed	Type of personal data being processed	Is it special category data?	Who/where was the data obtained from?	How was the data obtained, e.g. form, telephone, online	Condition of processing, e.g. consent, performance of a contract
Department	Data Subjects	Purpose of Processing	Categories of Personal Data	Sensitive Data?	Source	Method of Collecting	Legal Basis for Processing
Parish Council	Employees	Personnel	Appraisals	Yes	Individual	In person	Obligations under employment
Parish Council	Employees	Recruitment	Contact details	No	Individual	Phone	Performance of a contract
Parish Clerk	Employees	Personnel	Sick leave records	Yes	Individual	In person	Performance of a contract
Accounts	Employees	Payroll	Bank & tax details	No	Individual	In person	Legal obligation
Parish Council	Unsuccessful Candidates	Recruitment	Disability details	Yes	Individual	CV Email	Consent
Sales	Potential Customers	Marketing	Contact details	No	Individual	Online	Consent
Admin	Existing Customers	Credit check	Contact details, credit history	No	Individual	Application	Consent
Internal Auditor	All of above	Auditor services	All of above	Yes	Service Provider	Online and virtual	Consent

<i>If consent obtained, link to consent record</i>	<i>Who is responsible for the data/processing function?</i>	<i>Where is the data kept? (e.g. cloud, USB, cabine)</i>	<i>What format is the data in? (e.g. xls, doc, PDF, paper)</i>	<i>Who do you share the data with?</i>	<i>To Third Country/International Organisation?</i>	<i>Safeguards for transferring data, e.g. Adequacy Regulation, Binding Corporate Rules</i>	<i>How long is the data retained for?</i>
Consent (if applicable)	Owner	Location	Format	Recipients	Transferred Outside UK?	Non-EU Safeguards & Measures	Retention Period
<i>N/A</i>	<i>Parish Council Clerk</i>	<i>System</i>	<i>.xls</i>	<i>N/A</i>	<i>No</i>	<i>N/A</i>	<i>6 years + 1</i>
<i>N/A</i>	<i>Parish Council Clerk</i>	<i>Filing Cabinet</i>	<i>Letter</i>	<i>N/A</i>	<i>No</i>	<i>N/A</i>	<i>6 years + 1</i>
<i>N/A</i>	<i>Parish Council Clerk</i>	<i>System</i>	<i>PDF</i>	<i>N/A</i>	<i>No</i>	<i>N/A</i>	<i>6 years</i>
<i>N/A</i>	<i>Parish Council Clerk</i>	<i>System</i>	<i>PDF</i>	<i>Bank</i>	<i>No</i>	<i>N/A</i>	<i>6 years + 1</i>
<i>Link to consent record</i>	<i>Parish Council Clerk</i>	<i>System</i>	<i>Correspondance</i>	<i>N/A</i>	<i>No</i>	<i>N/A</i>	<i>5 years</i>
<i>Link to consent record</i>	<i>Parish Council Clerk</i>	<i>System</i>	<i>.xls</i>	<i>N/A</i>	<i>No</i>	<i>Adequacy decision & contract</i>	<i>Until unsubscribed</i>
<i>Link to consent record</i>	<i>Parish Council Clerk</i>	<i>System</i>	<i>PDF</i>	<i>N/A</i>	<i>No</i>	<i>N/A</i>	<i>1 year after end of employment</i>
<i>Link to consent record</i>	<i>Parish Council Clerk</i>	<i>cloud</i>	<i>.xls and pdf</i>	<i>Certified Internal Auditor</i>			<i>7 years</i>

