

## HARLING PARISH COUNCIL DATA AUDIT REPORT

**Date completed: 25<sup>th</sup> March 2026**

**Completed by: K Filby**

**(to be) Adopted by full Council: 28<sup>th</sup> April 2026**

### Legislation

This data audit sets out how Harling Parish Council processes personal data in the course of its duties and functions. It is an important step in assessing whether there are any risks in the type of processing the Council carries out . To be reviewed annually.

DOCUMENT	PERSONAL DETAIL HELD	PURPOSE	HOW IT IS HELD	LEGAL BASIS	LENGTH OF TIME HELD
Council minutes	Minutes from council and committee meetings	Record of decisions	Electronic and hard copy	Legal obligation	Indefinitely
Allotments	Contact details and signature	Contractual	Hard copy	Contract	For up to seven years after plot vacated
Burial Ground	Names, addresses, DOB, DOD, NOK	Need to keep in contact with family, historical document	Hard copy	Contract	Indefinitely
Staff records	Contact details, PAYE, medical, personal correspondence, salaries, bank details	Management of staff, payment, recruitment	Hard copy	Legal Obligation	For duration of employment

Email enquiries	Names contact details, personal details	To request information, pass on information, complaints	Electronic	Public task	For as long as necessary
Invoices	Goods/services received/supplied	A record for financial purposes, annual return and audit. Openness and transparency	Electronic and hard copy	Legal Obligation	Indefinitely
Councillors	Contact details, pecuniary and other interests	Reference and legal requirement	Hard copy, website, notice board	Legal Obligation	For length of time a Councillor
Electoral Register	Names and addresses	Reference	Electronic	Public task	Current year until new one is issued
Correspondence	Personal Details	To respond to parishioners	Electronic and hard copy	Public task	Six months
Paying for goods/services	Bank details	Bank details for contractors/suppliers are stored within the banking system	Electronically	Contract	Whilst service is required
Insurance Documents	Insurance Schedule	To evidence sufficient insurance cover for Council	Electronic	Legal Obligation	Three years