

Shepton Beauchamp Parish Council

Data Audit Report

Personal data processed	Purpose of processing	How processed	How stored	Security controls in place	Retention period	Risks	Action required
Councillor Register of Interests	Legal Requirement	Displayed on website. Sent to Monitoring Officer at Somerset Council	Electronically + paper	Parish Clerk holds paper copies at home. Computer holding electronic copies is password protected	12 months after member vacates office	None – access to information is by the Clerk only	None (but continue to check only data relating to current Councillors is kept)
Councillor Declaration of acceptance of office	Legal Requirement	Held by Clerk	Electronically + paper	Parish Clerk holds paper copies at home. Computer holding electronic copies is password protected	12 months after member vacates office	None – access to information is by the Clerk only	None (but continue to check only data relating to current Councillors is kept)
Council Minutes and Agendas	Legal Requirement	Cloud storage. On website and village noticeboard. Pre April 2022 held at Somerset Heritage Centre (County Archives)	Electronically + paper	None – but continue to leave out names of public who contribute at meetings.	Minutes - Indefinitely (Archive) Agendas - minimum of 2 years	None	None

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Contact Information for Councillors	Admin of Council	Held by Clerk for admin duties	Electronically	Password protected computer	Information held for current Councillors only	Old records may not be destroyed	None
Councillor's names in minutes showing attendance	Legal Requirement	Appear in minutes	Electronically + paper	Publicly available on website and at County Archives	Indefinitely	None	None
Councillor's Telephone Numbers	Communication with residents	Appear on website	Electronically + Council owned mobile phone (PIN protected)	Publicly accessible on website	Information held for current Councillors only	None – access to information is by the Clerk only	None (but continue to check only phone numbers relating to current Councillors is on the website)
Audio recordings of meetings – for clarity in order to assist Clerk in producing minutes	Admin of Council / Public task	Held by Clerk	Electronically	Password protected computer	Deleted once draft minutes approved	None – the audio recorder is held by the Clerk	Chair to state at outset of meeting if there are member of the public present that it is being recorded for the purpose of assisting the Clerk.
Planning Applications – for discussion at Council meetings	Statutory Consultee / legal obligation	Used solely to aid response to Local Planning Authority	Not stored – can be accessed via local planning portal	Agenda & Minutes to include only what is necessary to identify and discuss the application	n/a	None – as name of applicants are not identified	None
Electoral Roll	Provided to Clerk at election time for election purposes only	Held by Clerk	Electronically	Password protected computer	Until new electrical roll is published	None – access to information is by the Clerk only	Clerk to retail in a secure place, not to be shared. Members of the public to be directed to Somerset Council for any electoral roll queries

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Correspondence from members of the public/residents/other parties which may contain personal data	For discussion at Parish Council meeting	Clerk and Councillors only	Electronically	Agenda & Minutes do not include personal data	Whilst relevant	Information is kept longer than required	Check that correspondence is deleted once the matter is no longer relevant
Employee details/contract (current)	Legal Obligation	Held by Clerk & Chair of Staffing Committee	Electronically + paper	Password protected computer & secure storage	6 years after the period of employment	None	Ensure only holding current employees' data
Employee details/contract (past)	Legal Obligation	Held by Clerk & Chair of Staffing Committee	Electronically + paper	Password protected computer & secure storage	6 years after period of employment	None	Ensure former employees' data only retained for the legislative maximum time
Employee payroll details (current & past)	Legal Obligation	Held by Clerk	Electronically + paper	Password protected computer + paper files	6 years after period of employment	None	Ensure former employees' data only retained for the legislative maximum time
Employee Bank details (current & past)	Processing of payroll	Held by Clerk	Unity Trust Bank	Password access required to access Unity Trust Bank	Whilst relevant	None	Ensure only current employees' bank details are held
Employment Applications	Applications & CVs for job vacancies	Clerk & Staffing/Finance Committee only	Electronically	Password protected computer. Councillors use .gov email addresses	9 months after interviews	Information is not destroyed	Check that Clerk and Councillors destroy application forms
100 Club financial information	Legal Obligation/ Administration	Clerk	Electronically	Password protected computer	6 years	None	None

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100 Club Mailing List	Administration	Clerk	Electronically	Password protected computer	Whilst relevant	None	Check that email addresses are deleted when no longer relevant
Allotment Application Forms	Administration	Clerk	Electronically	Password protected computer	Duration of plot + 2 years	None	Check that only relevant application forms are retained
Allotment Holders Mailing List	Administration	Clerk	Electronically	Password protected computer	Whilst relevant	None	Check that email addresses are deleted when no longer relevant
Allotment Agreements	Administration	Clerk	Electronically	Password protected computer	Duration of plot + 2 years	None	Check that only relevant allotment agreements are retained
Allotment Financial records	Legal Obligation / Administration	Clerk	Electronically	Password protected computer	6 years	None	None
Accounts	Legal Obligation	Clerk. Data shared with the appointed external auditor as part of statutory audit requirements under the Local Audit & accountability Act 2014	Electronically + paper	Password protected computer + paper files	6 years	None	None

Date completed: 1st September 2026

Approved by: Full Council

Date of review: 21st September 2026

To be reviewed annually in May