

EDITH WESTON PARISH COUNCIL
DATA AUDIT - subject to review

Description	Categories of personal data	Special category data	Why is the data held and what is it used for	Basis for processing data (e.g. consent, legal obligation etc)	Recipients	Data storage	How long is data kept for?
Minutes	Identity, Contact information	N/a	Parish Council activity/Public interest/Internal Audit	Legal obligation	Publicly available on website	Hard copy/local pc storage/cloud storage backup/website cloud backup by website provider	Indefinite
Employee records	Identity, Contact information	N/a	Parish Council activity/Internal and External Audit	Contract	Personal information not shared outside of Council	Hard copy/local pc storage/cloud storage backup	6 years following employee leaving organisation
Accounts, VAT records, Invoices	Identity, Contact information, Bank details	N/a	Parish Council activity/Public interest/Internal and External Audit	Legal obligation	Accounts software provider/HMRC	Hard copy/local pc storage/cloud storage backup/Accounts provider secure cloud storage of data/HMRC data storage	Indefinite, 6 years for VAT & Invoices
Correspondence from residents; email addresses etc.	Identity, Contact information	N/a	Parish Council activity/Public interest	Part of Parish Council activity/Public task	Personal information not shared outside of Council	local pc storage/cloud storage backup	Until removed from email folder by Parish Clerk (approximately 2-3 years)
Payroll information	Identity, Contact information, Bank details	N/a	Parish Council activity/Internal and External Audit	Legal obligation	Accounts software provider/HMRC	local pc storage/cloud storage backup/Payroll administration provider data storage/HMRC data storage	6 years

Carried out July
2026 (for
review at
27/07/26
meeting)