

Penistone Town Council - Data Audit

Legislation

The purpose of a data audit is to find out what data Penistone Town Council is processing, what is it used for, where it is located and who has access to it.

It is an important step in assessing whether there are any risks in the type of processing the Council carries out.

Document	Personal detail held	Purpose	How it is held	Legal basis	Length of time to be held	Shared with	Purpose of sharing
Personnel - Staff							
Employment: e.g. contract, pension, CV, appraisal	Contact details, National Insurance number, employment history etc	For setting up and managing employment of staff	Electronically / hard copy	Legal obligation	Until 6 years after employment has ceased with the Parish Council	Not shared	n/a
CVs & applications of job applicants	Contact details and personal details of employment history	Recruitment	Electronically / hard copy	Public task	For 6 months after notifying unsuccessful applicant/s	Not shared	n/a
Employment – payment of salaries	Bank details	Payment of salaries	Hard copy / Online basic tools	Legal obligation	For duration of employment	Parish Council bank signatories	Authorise payment

Councillors

Application for co-option	Contact details and reasons for wanting to become a parish councillor	Reference	Electronically / hard copy	Public task	For 3 months after councillor vacancy filled	Not shared	n/a
Declaration of Interests forms	Pecuniary and other interests of parish councillors	Legal requirement	Electronically/ Hard copy - Received by Clerk then sent to BMBC	Public task	For length of time a councillor is a member of the Parish Council.	On BMBC Council's website	Public information
Contact list of councillors' details	Contact details	Reference - for the public to contact councillors	Electronically / hard copy / Website / Parish newsletter / Noticeboards	Public task	To be updated / amended as change dictates and kept for up to a year after a councillor leaves the Parish Council	The public via website, newsletter and noticeboard	Public information

Correspondence

Planning applications	Personal details	To assist planning application recommendations	Electronically	Public task	Until after it has been discussed at Parish Council meeting	Not shared	n/a
Correspondence from parishioners and	Personal details	To respond to parishioners'	Electronically / hard copy	Public task	6 months	Staff / Councillors as required	To assist in resolving queries

addresses/email
addresses

correspondenc
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Members of the public

Electoral Register	Names, addresses	Reference	Electronic copy	Public task	Current year only (until new register is issued by BMBC For as long as is necessary	Not shared: BMBC shares this	n/a
Enquiries from members of the public	Contact details	To request information, pass on information or make a statement	Electronically / hard copy	Public task		Not shared	n/a
SJCC booking forms	Contact details	To book the SJCC and associated facilities	Electronically / Hard copy	Contract	Up to 1 year	Not shared	n/a
Grant applications	Contact details, reasons for requesting grant, other relevant details about organisation requesting grant	To consider requests for grants from local non-profit making organisations	Electronically / hard copy	Public task	If awarded a grant, for up to 7 years for auditing purposes. If not awarded a grant, up to one year	Not shared	n/a

Meetings

Minutes	Minutes from Council and committee meetings	Record of decisions	Electronically / hard copy	Legal obligation	Indefinitely	Electronically on the Parish Council's website. Hard copies in the Parish Office .	Public information
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Allotments

Details of allotment tenants	Contact details & signature (on tenancy agreements)	Contractual	Electronically / hard copy	Contract	For up to 7 years after plot vacated for auditing purposes	Not shared	n/a
Allotment waiting list	Contact details	Prospective tenant	Electronically / hard copy	Contract	Until allocated a plot or request to be removed received by Council	Not shared	n/a

Insurance

Insurance documents	Insurance schedule	To evidence sufficient insurance cover for the Council	Electronically / hard copy	Legal obligation	Until superseded by new policy paperwork	Not shared	n/a
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Data Audit completed August 2026 by the Town Clerk.