

PLAISTOW AND IFOLD PARISH COUNCIL DATA AUDIT JULY 2025

ACTIVITY	DATA HELD	HOW STORED	CAN THIS BE IMPROVED UPON	FURTHER RESOURCES/ ACTIONS NEEDED	RISK WITH NO ACTION	RISK AFTER ACTION
General Activity of Parish Council	New Data Source arising in the general course of activity	According to policy	Review GDPR Policy update to UK GDPR Policy	Regular review IT Policy to be put in place.	MEDIUM	LOW
Website	All published data redacted in accordance with Policies. Generic contact details only. No community adverts included.	Online	Consider APPENDIX to agendas especially, Third party approval may be required or the item not published.		HIGH	LOW
Employees and contracted staff.	Contact details of current and past employees held.	No hard copies and laptop password protected.			MEDIUM	LOW
Neighbourhood Plan Consultations and other Parish Council Consultations.	Details of respondents to any Parish Council consultation.	No hard copies kept. All files on laptop password protected. Any published redacted for personal details.	Consider LGS and NDHA owners comments especially.		HIGH	LOW
Outlook Contacts List- suppliers and organisations leaders	Suppliers and Organisation leaders contact details.	PC Laptop bitlocker and password protected.	Review list and delete contacts no longer used. General emails deleted after 12 months otherwise archived securely.		MEDIUM	LOW
Resident correspondence	Emails or hard copy.	Emails on outlook or laptop files hard copies scanned and on laptop files. Care taken when forwarding correspondence.		Retention policy to be applied regularly.	MEDIUM	LOW
Councillors	Contact details of current and past Councillors. Bank details for those with expenses. Registers of Interests.	No hard copies kept. All files on laptop password protected. Bank details not stored obtained each time and deleted. Registers of Interest Redacted for signature. Dispensation required from CDC to individual Cllrs not to publish addresses.			MEDIUM	LOW
Electoral Register	Full version shows name and address of all WG and DP residents. Short version only house names	Stored on laptop spreadsheet password protected			MEDIUM	LOW
Old files of data no longer needed	Document retention Policy stipulates	Hard copy or electronic	Document Retention and Disposal Policy to be reviewed regularly		MEDIUM	LOW
Volunteers	Contact details	Electronic	Retention Policy to be rigorously applied.	Review GDPR Policy update the UK GDPR	MEDIUM	LOW
Email circulation list register/ contact lists.	Names and addresses of subscribers to PC Newsletter kept by PC	Kept on laptop file. Laptop is password protected	Emails always sent out BCC to protect email address.	Laptop should be encrypted, which will be the case if using Windows 11. YES	HIGH	LOW
Working Groups	Contact details of community representatives on working groups held on laptop	Password protected Laptop.	In some cases community representative has a designated email to protect personal email but not all cases. Personal emails only used when correspondence is internal however and not in the public domain.		MEDIUM	LOW

* Auditor Response 25/26

Dear Jane,

That is tremendously professional and worthy of plagiarism! Thank you for checking.

Colin Howard
Satswana Ltd

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