



West Kingsdown Parish Council – GDPR Personal Data Audit

Review all databases, email lists, spreadsheets, paper documents and other lists of personal data. If there are any issues, identify what you need to do. If action is not clear, then highlight questions needing further insight.

New consent forms, privacy notices, and new or revised policies or procedures may need to be implemented to ensure compliance with GDPR.

Description	Why is it held & what is it used for	Basis for processing [consent, legal obligation etc.]	Who holds it and who do we share it with? [Internally & externally]	How is it secured?	How long is it kept for?	Covered by our Privacy notice?	Action needed / comments
Payroll Employees personal data, including bank details	This information was provided by the employee on first starting with WKPC and is updated as and when required.	We use the details for pay purposes. Contractual.		Computerised package system.	7 years	Yes	
Pension	Clerks pension	We use the details for pension purposes	KCC	Computerised package	7 years	yes	

Tax & National Insurance.	Clerk and Councils contributions	We use the details for pay purposes. Contractual	HMRC	HMRC/Payroll Online system	7 years	Yes	
Councillors contact details	Legal requirement	Legitimate business interest.	Held by SDC/Parish Clerk, Members and Parish Council website	Public information	4 years	Yes	
Clerks contact details i.e. name, email, postal address, tel. no.	Legal requirement	Legitimate business interest.	Held by SDC/Parish Clerk, Members and Parish council website	Public information	No time frame	yes	

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