



## MANNINGTREE TOWN COUNCIL

### Personal Data Audit Assessment

- A. To be used to help councils with their record keeping obligations under the GDPR.
- B. This questionnaire is designed to help councils (and parish meetings) to audit their personal data. It is important that councillors and staff complete this form as comprehensively as possible. The purpose of a data audit is to find out what data the council is processing, what it is 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. For example, if the council processes a large amount of sensitive personal data but has no access controls in place restricting who can see or use the data, that is a security risk which needs to be fixed. Without carrying out an audit a council may not know what risks it currently has with data.
- C. The generic phrase “council” has been used to refer to the data controller (see glossary below) using the questionnaire.
- D. Glossary
- "Personal Data" is any information about a living person which can identify them. This is not just someone's name and address but any information which can identify them (directly or indirectly). For example, a phone number or email address is personal data. Any other contact information or a person's employment history, or credit history are all personal data.
  - “Data controller” is the person or organisation who determines the how and what of data processing.
  - “Data processor” is the person or firm that processes the data on behalf of the controller.
  - “Data subject” is the person about whom personal data is processed.
  - “Processing” personal data means storing or deleting any personal data on a computer, database or some manual files (e.g. HR, allotment tenancy files or invoices with contractor payment details). The word 'processing' also covers selecting a name for a mailing list or reading it off a screen

# MANNINGTREE TOWN COUNCIL

during a call. It includes transferring and altering data. Indeed, practically anything done to personal data constitutes processing.

- “Sensitive personal data or special categories of personal data” are any of the following types of personal data about a data subject: racial or ethnic origin; political opinions; religious beliefs; trade union membership; physical or mental health or condition; sexual life or orientation; genetic data; and biometric data.

<b>Part A: YOUR INFORMATION</b>		
1.	1. Person completing questionnaire a) Name. b) Role. c) Telephone number. d) Email.	a) Fiona Coley b) Clerk to the Council c) 07597379602 d) clerk@manningtreetowncouncil.gov.uk
2.	Data controller (e.g. name of local council or parish meeting)	Manningtree Town Council
3.	Date you completed this questionnaire	15 <sup>th</sup> April 2026
<b>Part B: COMMUNICATING PERSONAL DATA</b>		
4.	This section relates to communications with councillors, staff and local residents (including mailing lists) general public. <u>a) What type of personal data does the council keep?</u> e.g. name, contact details such as bank details.  <u>b) Where does the council get the personal data from?</u> e.g. staff, residents, other local authorities, charities and sports clubs, community groups, recruitment agencies.	Names; Addresses; Contact Telephone and Email addresses; Date of Birth, National Insurance Number; Bank Details; Pecuniary and Other Registrable interests.  1. Applicants to the Planning Authority for planning permission 2. Councillors/ Councillors’ spouses 3. Staff and prospective employees (job applicants). 4. Contractors 5. Useful contacts 6. Individuals with FOI requests

# MANNINGTREE TOWN COUNCIL

	<p>c) <u>Why does the council collect or process the data – what does the council do with the personal data?</u>          For purposes relating to: e.g. local resident concerns, management of council facilities, services and staff, contract management, performance of statutory functions.  <i>[Please list all reasons].</i></p> <p>d) <u>Who does the council disclose personal data to?</u>          E.g. the public, councillors, staff and contractors carrying out the work of the council, pension providers, HMRC, credit reference agencies, recruitment agencies, prospective employers</p> <p>e) <u>Do the council or parish meeting minutes contain personal data?</u></p> <p>f) <u>Does the council ever send personal data overseas and if so where to and to which organisation? This might include overseas companies providing database or email services.</u>  <u>e.g. do any of your suppliers use 'cloud storage' and if so do you know where the personal data is located?</u></p>	<p>7. Accident report forms (via TDC – Goose Green)</p> <ol style="list-style-type: none"> <li>1. Performance of a statutory function</li> <li>2. Services and staff</li> <li>3. Contractual obligation</li> <li>4. Contract Management</li> <li>5. For the Emergency Plan</li> <li>6. Performance of a statutory function</li> <li>7. For Limitation purposes, Management of Council facilities</li> </ol> <ol style="list-style-type: none"> <li>1. Staff and Councillors</li> <li>2. Public and District Authority</li> <li>3. HMRC/Pension providers/Payroll service provider/Recruitment panel</li> <li>4. Council's bank for processing invoices</li> <li>5. Public</li> <li>6. No-one/ICO</li> <li>7. No-one</li> <li>8. No one without Subject Access Request (SAR)</li> </ol> <p>No</p> <ol style="list-style-type: none"> <li>1. Political affiliation of Councillors</li> <li>2. Sickness certificate (Self certify or Dr's note)</li> </ol>
--	---	---

# MANNINGTREE TOWN COUNCIL

	<p>g) <u>Does the council</u> collect any sensitive personal data? see definition above.</p> <p>h) If so for what reason? e.g. for safeguarding compliance; physical or mental health data relating to staff; racial and ethnic origin relating to equal opportunities monitoring. [Please list anything else]</p>	<p>Yes</p> <ol style="list-style-type: none"> <li>1. In pursuance of their role as member of the Council</li> <li>2. Management of staff absence or implementation of reasonable adjustments.</li> </ol>
<p><b><u>Part C:</u> SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH</b></p>		
<p>5.</p>	<p>About individuals or representatives of organisations which supply us with services such as for council repairs, or with whom we are in contact</p> <p>a) Who does the council keep personal data about? e.g. tradesman, recruitment agencies, surveyors, architects, builders, suppliers, advisers, payroll processors. [Please list any others]</p> <p><u>b) What type of personal data does the council keep?</u> e.g. name, contact details, qualifications, financial details, details of certificates and diplomas, education and skills. [Please list any others]</p>	<ol style="list-style-type: none"> <li>1. Tradesmen</li> <li>2. Suppliers</li> <li>3. Advisers</li> <li>4. Payroll Processors</li> </ol> <ol style="list-style-type: none"> <li>1,3, 4. Name, contact details, qualifications, financial details, details of certificates and memberships to recognised industry bodies.</li> <li>2. Name, contact details, financial details.</li> <li>5. Name, contact details</li> </ol>

# MANNINGTREE TOWN COUNCIL

	<p>c) <u>Where does the council get the data from?</u> e.g. the individuals, suppliers. [Please list any others]</p> <p>d) <u>Why does the council collect or process the data?</u> e.g. council property maintenance and repairs and management of council facilities, pay and manage staff. [Please list any other reasons].</p>	<p>The individuals directly or via supplier lists or banks (i.e. EALC hold a bank of internal auditors and locum clerks).</p> <ol style="list-style-type: none"> <li>1. Council property/asset maintenance and repairs.</li> <li>2. Management of Council facilities</li> <li>3. Management of Council facilities</li> <li>4. Pay and manage staff</li> <li>5. Management of Council facilities</li> </ol>
<p><b>Part D: GENERAL QUESTIONS ABOUT PERSONAL DATA</b></p>		
<p>6.</p>	<p>a) How <u>does the council store</u> the personal data collected?</p> <p>b) <u>Does the council take any steps to prevent</u> unauthorised use of or access to personal data or against accidental loss, destruction or damage? If so, what?</p>	<p>Electronic and Manual files</p> <p>Yes – All laptops/access to drives are password protected and all filing cabinets/drawers are contained in non-public areas and are locked when not in use. Personnel files only accessible by the Clerk and Mayor.</p> <p>Manual records containing personal data are not removed from the locked filing cabinet.</p> <p>By setting passwords for access to electronic records and locks on all filing drawers/cabinets.</p> <p>Staff have access to all personal data which is required for the deliverance of their role (i.e. staff/personnel records are only accessed by the Clerk to the Council. Staff are issued with the necessary keys/combinations required to access the</p>

## MANNINGTREE TOWN COUNCIL

	<p>c) How <u>does the council</u> manage access to data?</p> <p>d) What is the process involved in giving access to staff or councillors?</p>	<p>data. Upon leaving/resigning/retiring, all council property (i.e. keys) are returned to the Council and any combination locks are changed.</p> <p>Councillors do not have access to personal data unless this accords with our privacy policies or explicit consent has been obtained from the data subject (unless non-disclosure would hinder the investigation of a complain).</p>
7.	a) Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.	No
8.	<p>a) Who has access to / is provided with the personal data (internally and externally)?</p> <p>b) Is there an authorisation procedure for accessing personal data? If so, please provide details.</p>	<p><u>Internal</u> Staff Councillors (under the above conditions)</p> <p>No – NOT NEEDED, LOW RISK</p>
9.	Does the council provide a copy of all existing privacy notices?	Adopted Privacy Notices are on the Council website and have been circulated to members and will be sent to contractors prior to commencement of services.
10.	So far as the council is aware, has any personal data which was gathered for one purpose been used for another purpose (e.g. communicating council news?) If so, please provide details.	No – Council does not use mailing lists for circulating or communicating information. All communications are done via Council website or unofficial Facebook page.
11.	Does the council have any policies, processes or procedures to check the accuracy of personal data?	New employees/councillors are asked to sign any completed personal details form.

## MANNINGTREE TOWN COUNCIL

12.	<p>a) In the event of a data security breach occurring, does the council have in place processes or procedures to be followed?</p> <p>b) What are these?</p>	<p>Yes - See Data Protection Policy adopted in 2019.</p> <p>The council has a set procedure for reporting data breaches to both the Information Commissioner's Office (ICO) and any affected data subjects.</p>
13.	<p>a) If someone asks for a copy of personal data that the council holds about them, i.e. they make a 'subject access request', is there a procedure for handling such a request?</p> <p>b) Is this procedure contained in a written document?</p>	<p>No – FOI procedure, which is followed, and this will mirror that process. See privacy notice.</p> <p>Featured in the Privacy Notice but not elsewhere.</p>
14.	Does the council have an internal record of the consents which the council has relied upon for processing activities?	No
15.	<p>a) Are cookies used on our council website?</p> <p>b) Does the council provide information about the cookies used and why they are used?</p> <p>c) Does the council keep a record of the consents provided by users to the cookies?</p> <p>d) Does the council allow individuals to refuse to give consent?</p>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p>

## MANNINGTREE TOWN COUNCIL

16.	Does the council have website privacy notices and privacy policies?	Yes
17.	<p>a) What data protection training do staff (e.g. council administrator, hall bookings secretary) and councillors receive?</p> <p>b) What does the training involve?</p>	<p>Training to be explored. Clerk informs the council of changes to legislation and the measures to be taken.</p> <p>Training sessions dedicated to various aspects of the new legislation.</p>
18.	<p>a) Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date?</p> <p>b) If so, how regularly are these activities carried out?</p>	<p>Yes – Clerk to the Council.</p> <p>Annually unless there is a data breach</p>
19.	<p>a) What does the council do about archiving, retention or deletion of personal data?</p> <p>b) How long is personal data kept before being destroyed or archived?</p>	<p>Data is archived only as necessary and in accordance with our retention procedures. Data will be deleted in accordance with the retention policy and following a review of personal data.</p> <ol style="list-style-type: none"> <li>1. Name(s) and address at time of application retained indefinitely as contained in minutes.</li> <li>2. Name(s) retained indefinitely as contained in minutes. Personal data is destroyed once no longer a councillor.</li> <li>3. Prospective employees – Until consent is withdrawn or they become unsuccessful in the recruitment process.</li> <li>4. Name, business, bank and contact details for 6 years following receipt of invoice for completed works/services.</li> </ol> <p>Name/business name indefinitely when contained in minutes.</p>

# MANNINGTREE TOWN COUNCIL

	<p>c) Who authorises destruction and archiving?</p>	<p>Name/business details in accounts indefinitely.  VAT records retained for 6 years.  Otherwise only as long as any guarantee/warranty applies for their services.  5. Until consent is withdrawn, or data is no longer required.  6. For 12 months  7. For 12 months  8. Name(s) and address at time of acquiring plot, retained indefinitely</p> <p>The Clerk to the Council</p>
<p><b>Part E</b>      <b>MONITORING</b></p>		
<p>20.</p>	<p>a) Please identify any monitoring of the following systems that takes place. 'Monitoring' includes all monitoring of systems including intercepting, blocking, recording or otherwise accessing systems whether on a full-time or occasional basis. The systems are:</p> <ul style="list-style-type: none"> <li>(i) computer networks and connections</li> <li>(ii) CCTV and access control systems</li> <li>(iii) communications systems (e.g. intercom, public address systems, radios, walkie-talkies)</li> <li>(iv) remote access systems</li> <li>(v) email and instant messaging systems</li> <li>(vi) telephones, voicemail, mobile phone records</li> </ul> <p>[Please list anything else].</p>	<ul style="list-style-type: none"> <li>i. Accessing of computer networks/ servers</li> <li>ii. N/A</li> </ul> <p>ii.N/A</p>

# MANNINGTREE TOWN COUNCIL

	<p>b) Does the council have notices, policies or procedures relevant to this monitoring?</p>	<p>iv N/A</p> <p>v. Outlook email accessed and blocking of junk mail</p> <p>vi. Telephone records number of outgoing/incoming calls, the number, date and time of all calls. Numbers can be blocked.</p> <p>Voicemail system records left messages.</p> <p>i.No – Individual arrangements laid out for contractors with access</p> <p>ii.N/A</p> <p>iii.N/A</p> <p>iv. N/A</p> <p>v. Yes</p> <p>vi. No</p>
--	--	--

Date of policy: 16/04/2026

Approving committee: MTC

Date of committee meeting:

Policy version reference: 1

Supersedes: N/A

Policy effective from: 16/04/2026

Date for next review: 16/04/2027