

<b>Part A: YOUR INFORMATION</b>		
1.	<b>1. Person completing questionnaire</b> a) Name. b) Role. c) Telephone number. d) Email.	<b>a) C Maguire</b> <b>b) Clerk</b> <b>c) 01427 872086</b> <b>d) clerk@epworthtowncouncil.com</b>
2.	Data controller (e.g. name of local council or parish meeting)	Epworth Town Council
3.	Date you completed this questionnaire	August 3 <sup>rd</sup> 2020
<b>Part B: COMMUNICATING PERSONAL DATA</b>		
4.	<p>This section relates to communications with councillors, staff, and local residents (including mailing lists) general public.</p> <p><b>a) What type of personal data does the council keep?</b> E.g. name contact details such as bank details.</p> <p><b>b) Where does the council get the personal data from?</b> E.g. staff, residents, other local authorities, charities and sports clubs, community groups, recruitment agencies.</p> <p><b>c) Why does the council collect or process the data – what does the council do with the personal data?</b> For purposes relating to e.g. local resident concerns, management of council facilities, services and staff, contract management, performance of statutory functions. [Please list all reasons].</p> <p><b>d) Who does the council disclose personal data to?</b> 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><b>e) Do the council or parish meeting minutes contain personal data?</b></p> <p><b>f) 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.</b> E.g. do any of your supplier's use 'cloud storage' and if so, do you know where the personal data is located?</p> <p><b>g) Does the council collect any sensitive personal data?</b> see definition above. 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>Contractor details with account info; councillors' details; residents contact details emails &amp; phone numbers</p> <p>Contact info provided by councillors, info on grant applications, contract info from contractors Staff info for salaries</p> <p>Communication with councillors; payment processing for grants and contractors; cemetery management; staff salaries; PAYE &amp; pension info</p> <p>Glover &amp; Co, EYFP re salaries &amp; pensions; HMRC re PAYE; HSBC re payments</p> <p>NO</p> <p>NO</p> <p>sick notes</p>
<b>Part C: SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH</b>		

5.	<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><b>a) Who does the council keep personal data about?</b> E.g. Tradesman, recruitment agencies, surveyors, architects, builders, suppliers, advisers, payroll processors. [Please list any others]</p> <p><b>b) What type of personal data does the council keep?</b> E.g. name, contact details, qualifications, financial details, details of certificates and diplomas, education, and skills. [Please list any others]</p> <p><b>c) Where does the council get the data from?</b> E.g. the individuals, suppliers. [Please list any others]</p> <p><b>d) Why does the council collect or process the data?</b> E.g. council property maintenance and repairs and management of council facilities pay and manage staff. [Please list any other reasons].</p>	<p>Contractors, staff &amp; councillors</p> <p>Name, addresses, phone numbers</p> <p>From the individuals concerned</p> <p>As listed, asset management; pay;</p>
<b>Part D: GENERAL QUESTIONS ABOUT PERSONAL DATA</b>		
6.	<p>a) How <u>does the council</u> store the personal data collected?</p> <p>b) <u>Does the council</u> take any steps to prevent unauthorised use of or access to personal data or against accidental loss, destruction, or damage? If so, what?</p> <p>c) How <u>does the council</u> manage access to data – what is the process involved in giving access to staff or councillors?</p>	<p>Hard copies in locked safe; password protected computer</p> <p>Fire resistant safe; computer passwords; officer only access</p> <p>Councillors access limited to “need to know” staff other than clerk no access</p>
7.	a) Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.	Clerks management!
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>	Clerks management to PAYE providers and ERPF re pensions, current discussions on direct bank payment for payroll
9.	Does the council provide a copy of all existing privacy notices?	On website (hard copy on request)
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.	Not to the clerk's knowledge
11.	Does the council have any policies, processes, or procedures to check the accuracy of personal data?	Not currently
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>	Not currently

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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>Set procedure</p> <p>To be confirmed</p>
14.	<p>Does the council have an internal record of the consents which the council has relied upon for processing activities? e.g. to send council newsletters to residents</p>	<p>Not currently</p>
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>Not to clerk's knowledge</p>
16.	<p>Does the council have website privacy notices and privacy policies?</p>	<p>In progress (basic privacy notice on website)</p>
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>ERNLLCA training session</p> <p>Single session with access to pro forma documents</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>The clerk!? As data processor</p> <p>Not documented to date</p>
19.	<p>a) What does the council do about archive, retention, or deletion of personal data?</p> <p>b) How long is personal data kept before being destroyed or archived?</p> <p>c) Who authorises destruction and archiving?</p>	<p>Clerks responsibility</p> <p>Should follow legislative advice</p> <p>Clerks management</p>
<p><b>Part E MONITORING</b></p>		
20.	<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) remote access systems</li> <li>(iv) email and instant messaging systems</li> <li>(v) telephones, voicemail, mobile phone records</li> </ul> <p>[Please list anything else].</p> <p>b) Does the council have notices, policies, or procedures relevant to this monitoring?</p>	<p>No monitoring to date</p> <p>No</p>