



DATA AUDIT 2026

Adopted 13th May 2026

Legislation

The purpose of a data audit is to find out what data Stanton Fitzwarren Parish Council is processing, what is it used for, where it is located and who has access to it. It is a key step in assessing whether there is any risk in the type of process the Council carries out. This document should be read in conjunction with existing policies on Privacy, Data Protection & Document Retention. The Documentation Retention Policy is contained in the IT Policy.

Document	Personal details held	Purpose	How it is held	Legal Basis	Length of Time Held	Shared with	Purpose of sharing
Contractors/Procurement							
Contractors providing goods or services for the Council	Contact details	Contractual	Electronic Hard copy	Contract		Shared as necessary with Parish Councillors	Authorisation
Invoices	Goods & services received or supplied	As a record for financial purposes	Electronic Hard copy	Legal obligation	6 years	Parish Council Bank signatories Internal auditor	Authorise payments/ Financial governance
Correspondence							

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Planning applications	Personal details	To assist planning application recommendations	Electronic	Public task	Until reviewed at council meeting	Links to information held on Swindon Borough Council	Decision Making
Correspondence from residents and address/email address/telephone numbers	Personal details	To respond to resident correspondence	Electronic	Public task	2 months after resolution	Councillors as required	To assist in resolving queries
Councillors							
Application for co-option	Contact details and reasons for wanting to be a parish councillor	Reference	Electronic	Public task	Until end of co-option process	Parish councillors - location and reasons only	Decision making
Declaration of Interest forms	Pecuniary and other interests	Legal requirement	Hard copy held by Swindon Borough Council. Electronic added to SBC website and original paper copy held by Stanton Fitzwarren Parish Clerk	Public task	Length of time a councillor is a member of the Council	Public via Swindon Borough Council website. Link to information on PC website	Public information
Councillors full contact list	Name, address, council mail, and telephone number	Reference for the public to contact. Information sharing and communication between staff, councillors, statutory consultees, and	Electronic/hard copy (PC website and noticeboard)	Public task	To be updated/amended as change dictates and kept for up to a year after a councillor leaves the Council.	Councillors	Contact and communication

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		members of the public					
Photographs (where provided)	Identity	Reference for the public	Electronic on website	Public task	To be updated/amended as change dictates and kept for up to a year after a councillor leaves the Council.	Public via website	Public information
Insurance							
Insurance documents	Insurance schedule	To evidence sufficient insurance cover for the Council	Electronic Hard copy	Legal obligation	Until superseded by new policy. Retained for Employers Liability legal records	Not shared	N/A
Members of the Public							
Electoral Register	Names & addresses	Reference	Electronic	Public task	Current year only	Not shared. Swindon Borough Council share the information	N/A
Enquiries from members of the public	Name, address, email address, telephone number	To enable communication about the enquiry	Electronic	Public task	For as long as necessary	Shared with Councillors as necessary for the response	Making an effective response
Funding applications	Contact details, reason for requesting funding, other relevant details	To consider requests for funding	Electronic	Public task	1 year after considered by Council	Details of name/group amount and reason only shared with councillors and on public agenda	Decision making

	about the organisation making the request						
Photographs	Identity	Promotion of events and tasks undertaken	Electronic	Public task	For as long as necessary	Public on website/Facebook and promotional material	Promotion
Minutes	Minutes of Council and committee meetings	Records of decisions	Electronic Hard copy	Legal obligation	Indefinitely	Parish Council website and Facebook. Hard copy on parish noticeboard and PC file.	Public Information
Personnel-Staff							
Employment e.g. contract, pension, C.V, appraisal	Contact details, employment history	Setting up and managing employment of staff	Electronic Hard copy	Legal obligation	6 years after employment with Council has ceased	Not shared	N/A
CV's and job applications	Contact details and personnel details of employment history	Recruitment	Electronic Hard copy	Public task	6 months after notifying unsuccessful applicant(s)	Not shared	N/A
Volunteers							
Contact details	Names, addresses, email addresses, and phone numbers	Contact for volunteer activities	Electronic	Public task	Whilst active + 12 months afterwards	Councillors as requested	Contact and communications
Photographs	Identity	Promotion of events and tasks undertaken	Electronic	Public task	For as long as necessary	Public on website/Facebook and promotional material	Promotion