**Weaverham Parish Council**

Council Data Audit

Date of data audit: 13/2/25

Attendees: Adrian Morgan (acting clerk), Cllr John Freeman, Cllr Ian Mills, Cllr Nigel Freestone

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| **Data** | Email |
| **Data Sources** | External, from parish residents, council suppliers, facilities users, professional bodies |
| **Data Usage** | Management and records only |
| **Data Storage** | MS Outlook cloud |
| **Access Control** | Council email account. Access by Clerk + 2 \* assistant clerks |
| **Data Sharing** | Not directly |
| **Risk Assessment** | Low riskSome emails contain names and addresses. No emails are directly distributed to third parties nor are any released to wider audience. Any release of emails containing unredacted personal information could pose the risk of legal action around GDPR  |

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| **Data** | Councillor’s details |
| **Data Sources** | From councillors, via email or personal contact. |
| **Data Usage** | Management and records only |
| **Data Storage** | Local hard drive |
| **Access Control** | Council laptop is stored in a locked office. Laptop is Password controlled. Access by Clerk + 2 \* assistant clerks only |
| **Data Sharing** | No |
| **Risk Assessment** | Low riskPersonal details include names, addresses, email address and contact telephone numbers.Any release of personal information could pose the risk of legal action around GDPR  |

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| **Data** | Invoices |
| **Data Sources** | External, email or paper based |
| **Data Usage** | Audit and management |
| **Data Storage** | MS Outlook cloud |
| **Access Control** | Council email account. Access by Clerk + 2 \* assistant clerks |
| **Data Sharing** | Not directly |
| **Risk Assessment** | Low risk |

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| **Data Sources** | External, email or paper based |
| **Data Usage** | Audit and management |
| **Data Storage** | Scribe cloud storage |
| **Access Control** | Council email account. Access by Clerk + 2 \* assistant clerks |
| **Data Sharing** | Not directly |
| **Risk Assessment** | Low risk |

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| **Data** | Supplier details |
| **Data Sources** | From via email, paper based communication or personal contact. |
| **Data Usage** | Management and records only |
| **Data Storage** | Scribe cloud storage |
| **Access Control** | Council account. Access by Clerk + 2 \* assistant clerks |
| **Data Sharing** | No |
| **Risk Assessment** | Low riskScribe is a nationally used accounts package purpose built for Town and Parish Councils. As such, it is a secure application governed by its user base. |

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| **Data** | Planning application documentation |
| **Data Sources** | CWaC planning portal, letters, emails |
| **Data Usage** | management |
| **Data Storage** | Microsoft Outlook Cloud, local laptop |
| **Access Control** | Council email account. And laptop Access by Clerk + 2 \* assistant clerks |
| **Data Sharing** | No |
| **Risk Assessment** | Low risk Some emails contain names and addresses. Some planning applications contain names and addresses. No emails nor planning details are directly distributed to third parties nor are any released to wider audience. Any release of emails containing unredacted personal information could pose the risk of legal action around GDPR  |