

Little Coxwell Parish Council

Data Audit

Issue N°	Date of Adoption	Details of Change Made
0.1	20/05/2026	1 st Draft
1.0	08/06/2026	Adopted at PC Meeting

Introduction

The purpose of a data audit is to find out what data Little Coxwell Parish Council is processing, what is it 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

Document	Personal Detail Held	Purpose	How it is held	Legal Obligation	Length of time to be held	Shared With	Purpose of sharing
Councillors							
Declaration of Interest Forms	Pecuniary and other interests of parish councillors	Legal requirement	Electronically and hardcopy - by Clerk	Public Task	For length of time a councillor is a member of the Parish Council	On District Council's website with link from the Parish Council's website	Public information

Contact list of councillors' details	Contact details	Reference - for the public to contact councillors	Electronically and hardcopy - by Clerk	Public Task	For length of time a councillor is a member of the Parish Council plus 12 months	On request to clerk	Specific queries
Members of the public							
Electoral Register	Names, addresses	Reference	Electronically	Public Task	Current Year only	Not shared	
Enquiries/notes from members of the public	Contact details	To respond/assist with queries	Electronically	Public Task	As long as relevant	Not shared	
Round Robin	Email addresses	To circulate information relevant to the village	Electronically	Public Task	From request to join the circulation until request to be removed/leave area/decease	Not shared	
General							
Meeting Minutes	Names	Record of decisions made and issues discussed	Electronically	Legal Requirement	Indefinitely	On Parish Council website	Public information
Insurance Document	None	Essential document	Electronically	Legal Requirement	Current and Recent years	Not shared	
Financial Records	None	Control of budgeting and spend	Electronically	Legal Requirement (audit)	Indefinitely	Key budget, audit docs on Parish Council website	Public information
Invoices	Names	Record of spend	Electronically and/or hardcopy	Legal Requirement	Indefinitely	Not shared	
Planning – applications and responses	Names, addresses	Comment on planning applications	Electronically	None	As long as relevant	Planning department and others as relevant	Influence planning application decisions