



FRADLEY PARISH COUNCIL DATA AUDIT & INFORMATION ASSET REGISTER

Assessment date: 16 March 2026

This Data Audit records the personal data processed by Fradley Parish Council in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018. It forms part of the Council's accountability and governance arrangements.

Notes:

- Types of data handled: emails and attachments including images; paper documents; notes of meetings; website visitors.
- Direction of data: inwards to the Clerk; outwards to appropriate parties and the Parish Council website; some data retained and/or processed for statutory records. Personal information is never shared without consent. Anonymous communications are not responded to.
- Parish Council website: is protected by a robust anti-virus and malware system. The website does not allow unauthorised users to edit or input any information and contains only public information.
- Commercial and financial activity: the Parish Council's accounts are published and open to public examination as required by law.
- Consent: the assumption is made that individuals who communicates with the Parish Council will expect a reply and has implicitly consented to their contact details being held until the matter has been closed.
- File retention and deletion: the Parish Council's Document Retention and Disposal Policy specifies the length of time different types of data should be retained for. Further details for specific items of data may be shown in the following table.
- Data Backups: scanned copies of paper documents are made where appropriate. Electronic documents, including scanned documents, are regularly backed up to cloud storage.
- Right to be forgotten: any person can apply at any time to have their own details removed from Parish Council records.

Information Asset	Type of Data & Data Subjects	Purpose	Storage Location	Lawful Basis	Retention Period	Access Control & Notes	Security Measures	Third Party Processors
Personnel -	Staff							
Employment Contract, PAYE Pension, CV, Appraisal	Employees Contact details, National Insurance number, employment history, salary	To administer employment, payroll and comply with legal obligations	Council laptop, Email system, Paper files & Cloud system All password protected	Legal obligation for payroll & finance	Staff records. 6 years after employment ends or in line with Retention Policy	Clerk & Nominated Councillors	Confidential storage, password protection	Email provider, IT provider
CVs & Job Applications	Applicants Contact details and personal details of employment history	To recruit council membership and comply with governance	Council laptop, Email system, Paper files & Cloud system All password protected	Public task for most council functions	In line with Retention and Destruction of Documents Policy	Clerk & Nominated Councillors	Confidential storage, password protection	Email provider, IT provider
Employment Payroll Records	Employees Bank details	To manage employment and payroll	Council laptop, Email system, Paper files & Cloud system All password protected	Legal obligation for payroll & finance	Staff records. 6 years after employment ends or in line with Retention Policy	Clerk Access restricted to Clerk	Confidential storage, password protection	Payroll provider
Staff Records	Employees Names, addresses, payroll data, contracts, absence records	To administer employment and comply with legal obligations	Secure files, payroll system outsourced, council laptop	Legal obligation and Contract	Staff records. 6 years after employment ends	Clerk Access restricted to Clerk	Confidential storage, password protection	Payroll provider

Councillors								
Applications for Co-option	Applicants Contact details and personal history, work experience, interests	To manage council membership and governance	Council laptop, Email system, Paper files & Cloud system	Public task for most council functions	For 3 months after Councillor vacancy filled. Or In line with Retention Policy	Clerk & Parish Councillors Reviewed and deleted when no longer required	Restricted access, limited publication to statutory requirements	Email provider, IT provider
Register of Interests Forms	Parish Councillors Pecuniary and other interests, addresses, signatures	Legal requirement	Council laptop, Email system, Paper files & Cloud system (Also sent to LDC)	Legal obligation and Public task	For length of time a Councillor is a member of the Parish Council.	Clerk, Lichfield District Council, Register of Interests must be kept up to date	Confidential storage, password protection	Website host, IT provider, LDC
Contact and Personal Details	Parish Councillors Gov.uk email addresses, telephone numbers, photographs	To manage council membership and governance	Council laptop, Email system, Paper files & Cloud system, Website, Newsletter & Social media	Public task for most council functions	In line with Retention and Destruction of Documents Policy	Clerk, Website administrator & The public via website, newsletter and social media	Restricted access, limited publication to statutory requirements	Email provider, IT provider
Councillor Data	Councillor Records: Names, contact details, Register of Interests	To manage council membership and governance	Council systems and website	Legal obligation and Public task	In line with Retention and Destruction of Documents Policy	Clerk Register of Interests must be kept up to date	Restricted access, limited publication to statutory requirements	Website host

Correspondence								
Emails	Members of the Public Email addresses & personal details	To carry out the statutory functions of the Parish Council and respond to enquiries	Council laptop, Email system & Cloud system	Public task for most council functions	In line with Retention and Destruction of Documents Policy	Clerk & Parish Councillors Correspondence reviewed and deleted when no longer required	Confidential storage, password protection Correspondence reviewed and deleted when no longer required	Email provider, IT provider
Social Media Messages	Members of the Public Personal details	To carry out the statutory functions of the Parish Council	Council laptop, Email system & Cloud system	Public task for most council functions	In line with Data Protection & GDPR Policy	Clerk, Parish Councillors & Website administrator	Confidential storage, password protection	Social Media Provider

		and respond to enquiries						
Council Administration and Resident Enquiries	Members of the Public & Councillors Names, addresses, email addresses, telephone numbers, correspondence	To carry out the statutory functions of the Parish Council and respond to enquiries from residents and members of the public	Council laptop, Email system & Cloud system	Public task for most council functions	In line with Retention and Destruction of Documents Policy	Clerk & Parish Councillors Correspondence reviewed and deleted when no longer required	Correspondence reviewed and deleted when no longer required	Email provider, IT provider

Members of the Public & Community Organisations								
Electoral Register	Members of the Public Names, addresses	To carry out the statutory functions of the Parish Council	Council laptop, Email system & Cloud system	Legal obligation for payroll, elections, finance	In line with Retention and Destruction of Documents Policy	Clerk Information is not shared.	Confidential storage, password protection	Email provider, IT provider & LDC
Grant Applications	Applicants Contact details, reasons for requesting grant & other relevant details	To consider requests for grants from local non-profit making organisations	Council laptop, Email system & Cloud system	Public task for most council functions	Financial records. 6 years plus current year	Clerk, Parish Councillors Correspondence reviewed and deleted when no longer required	Confidential storage, password protection Correspondence reviewed and deleted when no longer required	Email provider, IT provider Website Host
Enquiries / Correspondence from Members of the Public	Members of the Public Personal details, contact details	To carry out the statutory functions of the Parish Council & to respond to resident enquiries	Council laptop, Email system & Cloud system	Public task for most council functions	In line with Retention and Destruction of Documents Policy	Clerk, Parish Councillors Correspondence reviewed and deleted when no longer required	Confidential storage, password protection Correspondence reviewed and deleted when no longer required	Email provider, IT provider
Volunteer Records	Volunteers Names, contact details	To manage volunteer activities	Council laptop, Email system & Cloud system	Consent and Public task	In line with Retention and Destruction of Documents Policy	Clerk Volunteers informed how data is used	Restricted access Confidential storage, password protection	None

Complaints, FOIs and SARs	Members of the Public Personal information, contact details, complaint details	To investigate and respond to complaints, FOI and SAR	Council laptop, Email system & Cloud system	Legal obligation	In line with Retention and Destruction of Documents Policy	Clerk, Parish Councillors Handled in line with complaints procedure	Confidential storage, password protection Confidential handling	None
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Website and Communications								
Website contact forms	Members of the Public Contact form submissions	To communicate with residents and provide council information	Council laptop, Email system & Cloud system	Consent and Public task	In line with Retention and Destruction of Documents Policy	Clerk, Parish Councillors Privacy notice must be published on website	Secure website, password protection. Correspondence reviewed and deleted when no longer required	Website Host
Email correspondence	Members of the Public Email enquiries	To communicate with residents and provide council information	Council laptop, Email system & Cloud system	Consent and Public task	In line with Retention and Destruction of Documents Policy	Clerk, Parish Councillors Privacy notice must be published on website	Secure email, password protection. Correspondence reviewed and deleted when no longer required	Email provider, IT provider
Mailing lists	Members of the Public Mailing lists	To communicate with residents and provide council information	Council laptop, Email system & Cloud system	Consent and Public task	In line with Retention and Destruction of Documents Policy	Clerk, Parish Councillors Privacy notice must be published on website	Secure email, password protection. Correspondence reviewed and deleted when no longer required	Email provider, IT provider

Meetings								
Minutes	Names of councillors Members of the public speaking	To conduct council business, record decisions and comply with statutory	Council laptop, Email system, Website & Cloud system	Public task and Legal obligation	In line with Retention and Destruction of Documents Policy	Clerk, Parish Councillors, Minutes and agendas are public	Public information	None

	Correspondence included in agendas Minutes content	requirements for transparency and publication of council meetings and minutes				documents and may be published on the Council's website in accordance with legislation.		
Agendas	Names of councillors Members of the public speaking Correspondence included in agendas Minutes content	To conduct council business, record decisions and comply with statutory requirements for transparency and publication of council meetings and minutes	Council laptop, Email system, Website & Cloud system	Public task and Legal obligation	In line with Retention and Destruction of Documents Policy	Clerk, Parish Councillors, Minutes and agendas are public documents and may be published on the Council's website in accordance with legislation.	Public information	None
Supporting Documents	Councillor/Clerk names. May contain personal information relevant to the agenda item	To assist with decision-making	Council laptop, Email system, Website & Cloud system	Public task for most council functions	In line with Retention and Destruction of Documents Policy	Clerk, Parish Councillors, Website administrator & Members of the Public	Secure email, password protection. Correspondence reviewed and deleted when no longer required	None
Planning Applications	Names, addresses, contact details	To assist planning application recommendations	Council laptop, Email system, Website & Cloud system	Public task for most council functions	In line with Retention and Destruction of Documents Policy	Clerk, Parish Councillors, Website administrator & Members of the Public	Public information	None

Contractors/Procurement

Invoices	Contractors	To manage contract and services payments	Council laptop, Email system & Cloud system	Contract and Public task	In line with Retention and Destruction of Documents Policy	Clerk & Parish Councillors	Secure email, password protection.	Contractors
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	Goods and services received / supplied					with payment authorisation Insurance to be checked annually	Correspondence reviewed and deleted when no longer required	
Contractor Records	Contractors Contact details, contractual details	To manage contracts and services	Council laptop, Email system & Cloud system	Contract and Public task	Duration of contract plus retention period	Clerk & Parish Councillors Insurance to be checked annually	Secure email, password protection. Correspondence reviewed and deleted when no longer required	Contractors
Quotations and tenders	Contractors Contact details	To manage contracts and services	Council laptop, Email system & Cloud system	Public task for most council functions	Financial records. 6 years plus current year or In line with Retention and Destruction of Documents Policy	Clerk & Parish Councillors	Secure email, password protection. Correspondence reviewed and deleted when no longer required	Contractors

General								
Financial Records	Invoices, payment records, bank details	To manage council finances and comply with audit requirements	Accounting records, bank systems	Legal obligation	Financial records. 6 years plus current year	Clerk Subject to internal and external audit	Secure systems, bank controls	Bank, accounting software provider
Insurance Policy Documents	None	N/A	Council laptop, Email system & Cloud system	Legal obligation for governance & finance	Financial records. 6 years plus current year	Clerk & Parish Councillors Must be consistently updated	Secure email, password protection.	None
Insurance Claims Records	Names and personal details relating to claim	To assist with claims processing	Council laptop, Email system & Cloud system	Public task	Financial records. 6 years plus current year	Clerk Not otherwise shared	Secure email, password protection.	Insurance Company
CCTV	People Involved Footage and recordings	To assist with investigations	Held by FYCC Management	Public task for most council functions	CCTV. 30 days unless required	Not shared	Secure system, password protected.	FYCC

Event management	Event Team Business and personal contact details	To assist with organising events, health and safety requirements	Council laptop, Email system & Cloud system	Public task for most council functions	In line with Retention and Destruction of Documents Policy	Clerk Not otherwise shared	Secure email, password protection.	Event Company
Accident/Incident Reports	People Involved Names, contact details	To assist with insurance claims and other areas needed	Council laptop, Email system & Cloud system	Public task for most council functions	In line with Retention and Destruction of Documents Policy	Clerk Not otherwise shared	Secure email, password protection.	Insurance Company
Title Deeds, Leases, Agreements	Residents/Property Owners Names, addresses and signatures	Legal requirement	Council laptop, Email system & Cloud system	Legal task	Indefinitely or In line with Retention and Destruction of Documents Policy	Clerk Not otherwise shared	Secure email, password protection.	None
Local/Historical Information	Various	Public interest	Council laptop, Email system & Cloud system	Public task for most council functions	In line with Retention and Destruction of Documents Policy	The public via the website or social media, any personal details redacted	Secure email, password protection.	None

Reviewed By: Claire Crompton Clerk to the Council Date: 16.03.2026	Approved by Members at the Fradley Parish Council Meeting on: Agenda Item: Review: March 2027
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This Data Audit should be read alongside the following Council policies:

Data Protection and Security Policy

IT Policy

Retention and Destruction of Documents Policy

Risk Management and Business Risk Assessment

This document will be reviewed periodically to ensure continued compliance with data protection legislation.