



Data Audit 2026

Adopted July 2026

The purpose of a data audit is to find out what data Eversley 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.

Description	Personal details held?	Purpose?	How is it held?	Legal basis	How long is data kept for?	Shared with?	Purpose of sharing
Personnel - Staff							
Employment: eg contract, pension, CV, appraisal	Contact details, National Insurance number, employment history	For setting p and managing staff employment	Electronically / hard copy	Legal obligation	For 6 years after employment has ceased with the Parish Council	Not shared	n/a
CVs & applications for job applicants	Contact details and personal details of employment history	Recruitment	Electronically / hard copy	Public task	For 6 months after notifying unsuccessful applicant/s	Not shared	n/a
Payment of salaries	Bank details	Payment of salaries	Online	Legal obligation	For duration of employment	Parish Council bank signatories	Authorising payments
Councillors							
Declaration of Interests form	Pecuniary and non-pecuniary interests of	Legal requirement	Electronically received by Clerk and forwarded on	Legal obligation	For length of time a Councillor is a member of the Parish Councillor	On Parish Council website and District	Public information

	Parish Councillors		to Hart District Council			Council's website	
Contact list for Councillors	Contact details	Reference, for the public to contact Councillors	Website, Parish newsletter, noticeboards (emails only on all	Public tasks	To be updated when required, and kept for up to a year after the Councillor leaves the Council	The public via website, newsletter and noticeboards	Public information
Members of the public							
Planning applications	Names, addresses	Reference – to assist with planning application recommendations	Electronic copy	Public task	Until any planning comments have been submitted	Not shared	n/a
Correspondence	Names, addresses, emails, phone numbers	To respond to the request submitted	Electronically / hard copy	Public task	For as long as is necessary to resolve the enquiry	Not shared	n/a
Grant applications	Contact details, reasons for requesting grant, any other relevant details	To consider requests from local non-profit making organisations	Electronically	Public task		Not shared	n/a
Meetings							
Minutes	Minutes from Council, Committee and Working Group meetings	Record of decisions	Electronically / hard copy	Legal obligation	Indefinitely	Electronically on the Parish Council website and social media channels. Hard copies available on request	Public information
Contractors							
Contractors providing goods and	Contact details including bank details	Contractual	Electronically	Contractual	Life of the contract and up to 7 years	Not shared	n/a

services to the Council					afterwards for auditing purposes		
Garden Plots							
Details of tenants	Contact details	Contractual	Electronically / hard copy	Contract	For up to 7 years after plot vacated for auditing purposes	Not shared	n/a
Garden Plots waiting list	Contact details	Prospective tenant	Electronically	Contract	Until allocated a plot or request received to remove details	Not shared	n/a
Burial Records							
Exclusive rights of burial	Contact details of family member/s	To keep in contact with family members in the event of any issues	Electronically	Contract	Indefinitely	Not shared	n/a
Burial and cremations	Details of residency, DOB, place of death, next of kin, digital greens	To establish eligibility for burial in the grounds and ensure accurate details are held	Electronically / hard copy	Contract	Indefinitely	Not shared	n/a
Emails							
Staff and Councillors using gov.uk email addresses	Names, emails, addresses, personal information	Information sharing and communication between staff, Councillors, statutory consultees and members of the public	Electronically	Contract / public task	For 6 months (some may be held longer if they conflict with documents listed above)	Parish Council	n/a
Insurance							
Insurance documents	Insurance schedule	To evidence sufficient coverage for the Council	Electronically	Legal obligation	Until superseded by new policy paperwork	Not shared	n/a