

RAMSBURY & AXFORD PARISH COUNCIL

DATA AUDIT

The purpose of a data audit is to find out what data Ramsbury & Axford 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 process the Council carries out. This document should be read in conjunction with existing policies, Privacy & Data Protection & Document Retention.

Document	Personal detail held	Purpose	How it is held	Legal Basis	Length of time to be held	Shared with	Purpose of sharing
Allotments							
Details of contract with land owner	Contact details.	Contractual.	Electronic.	Contract.	Tenancy + 6 years.	Not shared.	N/A
Details of contract with Allotment Society	Contact details.	Contractual	Electronic.	Contract.	Tenancy + 6 years.	Not shared.	N/A
Beating the Bounds							
Details of land owners.	Contact details.	Permission.	Electronic.	Public task.	Until change of ownership.	Names only shared with walk organisers.	Organisation.
Contractors/Procurement							
Contractors providing goods or services for the Council.	Contact details.	Contractual.	Electronic.	Contract.	3 years after expiry of warranty period	Not shared.	N/A
Invoices.	Goods/services received/supplied.	As a record/ for financial purposes.	Electronic.	Legal obligation.	7 years	Parish Council bank signatories/ Internal auditor.	Authorise payments/ Financial governance.

Approved: 20th July 2026

Version 001

Note: - Any information which is required to satisfy an FOI request or legal process will be provided and /or shared as necessary.

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Contractors/Procurement continued							
Paying for goods.	Bank details.	For the payment of invoices for service or goods. Annual review and removal of details no longer required.	Electronic.	Contract.	Whilst providing service + one year after cessation of contract.	Parish Council bank signatories.	Authorise payments.
Correspondence							
Planning applications.	Personal details.	To assist planning application decisions	Electronic.	Public task.	3 months after the application is accepted or declined	Links to information held on Wiltshire Council website shared.	Decision making.
Correspondence from residents and address/email/telephone numbers.	Personal details.	To respond to resident correspondence.	Electronic/ Hard copy.	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 the end of the co-option process.	Parish councillors - location and reasons only.	Decision making.
Declaration of interest forms.	Pecuniary and other interests.	Legal requirement.	Electronic. Added/update d by councillors on Wiltshire Council website.	Public task.	Length of time a councillor is a member of the R&A PC.	Public via Wiltshire Council website. Link to	Public information.

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						information from PC website.	
Document	Personal detail held	Purpose	How it is held	Legal Basis	Length of time to be held	Shared with	Purpose of sharing
Councillors full contact list.	Contact details.	Reference for councillors/Clerk to make contact with each other.	Electronic.	Public task.	To be updated/ amended as change dictates and kept for up to a year after a councillor leaves R&A PC.	Councillors.	Contact and communication.
Councillors restricted contact list.	Telephone number and email address.	Reference for the public to contact councillors.	Electronic/ hard copy (PC website and noticeboard).	Public task.	To be updated/amended as change dictates. Immediate change in details on website and noticeboard. Retained by PC office for up to a year after a councillor leaves R&A PC.	Public via website and noticeboard.	Public information.
Photographs (where provided).	Identity.	Reference for the public.	Electronic on website and hard copy on noticeboard.	Public task.	To be updated/ amended as change dictates and deleted as soon as the councillor leaves the Council.	Public via website and noticeboard.	Public information.

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Emails							
Staff and councillors using .org email addresses.	Names, emails, addresses, personal information.	Information sharing and communication between staff, councillors, statutory consultees and members of the public.	Electronic.	Contract/ public task.	2 months after resolution of subject	Parish Council.	N/A.
Insurance							
Insurance documents.	Insurance schedule.	To evidence sufficient insurance cover for the Council.	Electronic.	Legal obligation.	Until superseded by new policy.	Not shared.	N/A
Members of the public							
Electoral Register	Names & addresses.	Reference.	Electronic.	Public task.	Current year only.	Not shared.	N/A
Correspondence from residents and address/email/telephone numbers.	Personal details.	To respond to resident correspondence.	Electronic/ Hard copy.	Public task.	2 months after resolution.	Councillors as required.	To assist in resolving queries.

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Document	Personal detail held	Purpose	How it is held	Legal Basis	Length of time to be held	Shared with	Purpose of sharing
Funding applications e.g S137.	Contact details, reason for requesting funding, other relevant details about the organisation making the request.	To consider requests for funding.	Electronic.	Public task.	1 year awarded/ 6 mths if not.	Details of name/group amount and reason only shared with councillors and on public agenda.	Decision making.
Photographs.	Identity.	Promotion of events and tasks undertaken.	Electronic.	Public task.	For as long as is necessary.	Public on website/ Facebook and promotional material.	Promotion/ Historical.
Emergency Data Base	Contact details, social media usage and any additional help required	To only be used in emergency situations where help from the PC / other organisations may be needed	Electronic	Public Task	Until superseded by new data	Not shared.	N/A
Minutes							
Minutes.	Minutes for Council and committee meetings.	Record of decisions.	Electronic/ hard copy.	Legal obligation.	Indefinitely.	Parish Council Website. Hard copy on parish noticeboard and held in parish office. Archived at Country Record Office.	Public information.

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Personnel – Staff							
Employment e.g. contract, CV, appraisal.	Contact details, National Insurance Number, employment history, etc.	Setting up and managing employment of staff.	Electronic / Hard copy.	Legal obligation.	6 years after employment with R&A PC has ceased.	Not shared.	N/A
CV's & applications of unsuccessful job applicants.	Contact details and personal details of employment history.	Recruitment.	Electronic / hard copy.	Public task.	6 months after notifying unsuccessful applicant(s).	Not shared.	N/A
Employment – payment of salaries.	Bank details.	Payment of salaries.	Electronic/ Shape Payroll.	Legal obligation	Duration of employment.	Parish Council bank signatories.	Authorise payments.
Tenants							
Details of Parish Council tenants.	Contract details and lease agreements.	Legal requirement.	Electronic and hard copy.	Legal obligation / contractual.	6 years after expiry of agreement.	Not shared.	N/A
Volunteers							
Contact details.	Names, address, and email address.	Contact for volunteer activities.	Electronic.	Public task.	Whilst active + 12 months after active.	Councillors as required.	Contact and communications
Photographs.	Identity.	Promotion of events and tasks undertaken.	Electronic.	Public task.	For as long as is necessary.	Public on website/ social media platforms and promotional material.	Promotion/ Historical.

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Date of Audit	10 th July 2026
Date of next Audit	10 th July 2027

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