

Kirk Deighton Parish Council

Data Audit Report

Financial Year: 2025–2026

Date of Report: 12 05 2026

Prepared by: N R Fairbairn [Clerk / Responsible Financial Officer]

1. Purpose of this Report

This report confirms that Bramham Parish Council has undertaken a comprehensive audit of the personal data it holds, processes, and stores.

2. Scope of the Data Audit

The audit reviewed all personal data processed by the Council, including:

- Councillor information
- Staff and payroll records (administered in-house)
- Supplier and contractor data
- Resident correspondence and enquiries
- Mailing lists and community communications
- Website contact forms and published information
- Council email systems

3. Systems and Data Processors Reviewed

The following systems and external providers were included within the audit:

- Email services provided by Cloudnext Ltd (gov.uk domain email accounts)
- Council website managed by Eyelid Productions (www.kirkdeightonparishcouncil.gov.uk)
- Accounting records maintained on excel spreadsheets

4. Methodology

The following steps were undertaken:

- Identification of all data sources, systems, and storage locations
- Review of categories of personal data held across each system
- Assessment of lawful basis for processing under UK GDPR
- Verification of data retention periods
- Review of data security measures (including gov.uk email security)
- Confirmation of any data sharing arrangements
- Identification of risks and compliance gaps

5. Summary of Findings

The audit found that:

- Personal data is primarily stored within secure systems, including gov.uk email accounts and the Scribe accounting platform
- Data processing activities are **substantially compliant** with UK GDPR principles
- Lawful bases for most processing activities have been identified (primarily *public task*, *legal obligation*, and *contract*)
- Data retention practices are **partially documented** and would benefit from formalisation
- Security measures are generally appropriate, particularly through the use of gov.uk email systems
- No significant data breaches or high-risk issues were identified

6. Data Inventory Overview

Data Category	Purpose	Lawful Basis	Storage Location	Retention Period
Councillor records	Governance	Public task	Gov.uk email / secure files	Term of office
Staff & payroll	Employment	Legal obligation	In-house payroll records	6 years
Supplier details	Financial administration	Contract	Scribe accounting software	6 years
Resident enquiries	Service delivery	Public task	Gov.uk email accounts	1 years
Website enquiries	Communication	Consent / public task	Website (Eyelid Productions) / email	1 years

7. Data Protection Risks Identified

The following areas for improvement were identified:

- Absence of a fully documented **Data Retention Policy**
- Need to formalise a **Record of Processing Activities (ROPA)**
- Potential inconsistency in retention of email correspondence
- Opportunity to review and update website privacy information

8. Actions and Recommendations

To strengthen compliance, the following actions are recommended:

- Adopt a formal **Data Retention and Disposal Policy**
- Maintain and regularly update a **ROPA document**
- Review and update the Council's **Privacy Notice** (including website content)
- Undertake periodic data protection awareness training
- Repeat the data audit annually in line with AGAR requirements

9. Conclusion

The Clerk confirms that a data audit has been completed for the 2025–2026 financial year. Based on the findings:

- ☐ Fully compliant with data protection requirements
- ☒ Substantially compliant with minor improvements required
- ☐ Not fully compliant (action plan in place)

10. Clerk's Declaration

I confirm that:

- A data audit has been undertaken covering all relevant Council systems, including email, website, accounting, and payroll
- The findings have been documented and reported to the Council
- Appropriate actions have been identified where necessary

Signed: _____

Name: N R Fairbairn

Position: Clerk / Responsible Financial Officer

Date: 12 05 2026

11. Council Approval

This report was reviewed and noted by Bramham Parish Council at its meeting on:

Date: 19 05 2026