

WOOLMER GREEN PARISH COUNCIL

Data Audit

This data audit sets out how Woolmer Green Parish Council processes personal data in the course of its duties and functions. It is designed to ensure compliance with the GDPR and Data Protection Act 2018, promote transparency and support accountability.

Data Category	What is the data held and what is it used for	Lawful Basis	Who holds the data, how stored, who has access	Retention Period
Minutes & Agenda	Record of meetings and public information	Legal obligation	Clerk in home office Council in hall cupboard Accessible to public via website & noticeboard No personal information included	Indefinitely
Employee Records	Name, address, payroll data for payroll	Legal obligation	Clerk in home office Shared with Sage Payroll, HMRC, Auditor	6 years post-employment
Hall & Grounds Hire	Name, address, contact info. for booking and invoicing	Contract	Clerk in home office	Regulars until contract ends Casual 1 year
Email enquiries	Hall booking & general enquiries from the public	Legitimate interest	Clerk in home office General enquiries shared with councillors Possible agenda item – personal information not published	1 year or while issue is ongoing
Invoices	Payments for services & financial record	Legal obligation	Clerk in home office Shared with councillors for authorisation Shared with Auditor	6 years

Newsletter electronic list	Email addresses for community engagement	Consent	Clerk Stored by Mailchimp	Until unsubscribed
Village Day	Email addresses of attendees	Consent	Clerk in home office Shared with organising councillor	Until no longer attending
Registers of Interest	Pecuniary and other interests of parish councillors	Legal obligation	Clerk in home office Shared with Welwyn Hatfield Borough Council Published on parish council website	Until councillor steps down

Approved: 10 February 2026

Reviewed annually.