

HAWKWELL PARISH COUNCIL

DATA AUDIT POLICY

Introduction

In line with the 2025 guidance from the Smaller Authorities Proper Practices Panel (SAPPP), Hawkwell Parish Council will conduct regular data audits as part of its commitment to maintaining the highest standards of data protection.

Purpose of Data Audits

The purpose of data audits is to:

- Identify all personal data held by the Parish Council.
- Review how this data is collected, stored, accessed, shared, and disposed of.
- Ensure all data processing activities are lawful, necessary, and proportionate.
- Confirm compliance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018, and local authority best practices.

Frequency

Data audits will be carried out annually, and additionally:

- When there are significant changes to systems or services.
- Following any data breach or incident.
- As part of onboarding or offboarding major contracts or services involving personal data.

Process

Data Mapping Update Review and update the existing Data Mapping document to reflect all personal data processed.

Risk Assessment Identify risks associated with each data type, including data security, access controls, and third-party processing.

Audit Log Maintain an audit log summarising findings, required actions, and improvements made.

Reporting Present audit results to the Council and record in meeting minutes where appropriate.

Responsibilities

The Clerk, in their capacity as the Data Protection lead, is responsible for ensuring that:

- The audit is carried out effectively.
- Any compliance issues identified are addressed promptly.
- Training is provided where necessary to staff and Councillors.

Review

The Data Protection Policy, including the audit process, will be reviewed annually or in response to changes in legislation or data processing practices.

Adopted: February 2026

Reviewed: Annually

