



Rhuddlan Town Council Data Audit

Reviewed 24/4/25 and approved on 8/5/25

Description of Data	Where council obtain data from	Where is data stored and what is it used for
Councillors Name Home Address Email address Phone number Photo's	Post-election from each councillor. Updated if required by individual councillors	Stored on clerks' and assistant clerks' computer Phone numbers also stored on clerks' and assistant clerks' phone Used to communicate and carry out town council functions.
Employees Name Home Address Email address Phone number Bank Account details National Insurance number Salary details Attendance records Employment start and leaving dates Tax codes Pension details	At time of appointment (all recruitment information is not retained)	Stored on Clerk's computer. Used to communicate and carry out town council functions Pay details held by Sage to process payroll. Pension details held by Nest to facilitate pension payments. Employment records held to meet statutory employment laws and the manage employees work performance.

Expense records		
Employment records		
Vendors at Community Market Name Business Address Email address Business Phone number	Collected when agree to become a vender at farmers market.	Stored on clerk's and assistant clerks' computer. Used to communicate and manage the Rhuddlan Community Market.
Contractors and Suppliers Name Business Address Email address Business Phone number Bank Account details (on banks payment section of internet banking)	Collected at request for tender stage and during duration of contract.	Stored on clerk's and assistant clerks' computer. Paper copies of quotes and invoices kept in locked filing cabinet to meet financial regulations pertaining to document retention. Other date is used to communicate with the supplier and facilitate the tender process. Bank account details are held on the council's bank system to facilitate BACS payments.
Local Groups and Organisations Name of committee members Email address of committee members Phone number of committee members	Collected historically, updated as committee members change through notification from committee. Collected at grant application stage.	Stored on clerk's and assistant clerks' computer. Phone numbers also stored on clerk's and assistant clerks phone Used to manage Council activities that include the co-operation of other local groups and organisations.