



Rhuddlan Town Council

Data Audit

Last Reviewed	08/05/25
Reviewed Annually	
Current Review	14/05/2026

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 Expense records Employment records	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.

Description of Data	Where council obtain data from	Where is data stored and what is it used for
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 clerk's phone Used to manage Council activities that include the co-operation of other local groups and organisations.