

MARSTOW PARISH COUNCIL**DATA PROTECTION AUDIT****25-Nov-25****DATA PROTECTION OFFICER****Documents and public awareness**

DP policy papers on website	Reviewed	Yes
Freedom of Information paper available	Website	Yes
Details held for specific purpose	HC contacts	Yes
Parish residents information held		No
Parish residents contact details held		No
Documents held and secure	Microsoft	Yes
Pc members details	Permission	Yes
Pc business details and finance	Available	Yes

PC members and Clerk

All members aware of policy and the importance		Yes
Awareness to speak with DPO for advice		Yes
Correspondence	Reviewed	Yes
Details held for specific purposes	Members	Yes
Members aware of policy documents	Reviewed	Yes

Parish council meetings

Are parish residents named		No
Are residents names recorded		No
Correspondence with residents	Clerk	Yes
Correspondence reviewed	Regularly	Yes
Selected documents to HC central archives		Yes

Data Protection Officer

Advice and monitoring		Contact point	Yes
Registration with ICO			Yes
Compliance with ICO			Yes
Written DP policy papers	Reviewed	Available	Yes
Audit procedures			Yes
Pc members awareness		Policies	Yes