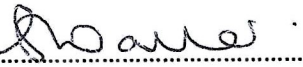


Saxilby with Ingleby Parish Council

Internal Auditor's Report

Monday 4 December 2023

1. Complete GDPR Action Plan including data audit and Appendix 2 of NALC's GDPR Toolkit for local council's August 2022
2. Complete GDPR Audit held on system
3. Set up a reoccurring calendar of document disposal on outlook based on NALC LTN 40
4. Check all staff members have signed privacy notice held on-file
5. Check and delete any redundant payees on the banking system
6. Develop a disposal and retention policy

Signed: 

Date: 04 December 2023

Sandra Waller

Hours worked: 3.0 hours (9.30am-12.30)