**GREAT ASHFIELD PARISH COUNCIL DATA PROTECTION IMPACT ASSESSMENT**

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| **Item** | **Type** | **Origin of Data** | **Who it is Shared With** | **What we do with it** | **Reason for retention** | **Retention Period**  **(keep/**  **discard)** | **Where it is**  **Stored** | **NOTES** |
| E-mail folders | E-mail | Collected by clerk | Only clerk has access | Refer to items completed or ongoing | 2,4,5 and/or 6 | Keep | Laptop | Regular reviews carried out to ascertain  whether data is still required |
| E-mail address book | E-mail | Collected by clerk | Only clerk has access | Contact residents, other authorities, contractors, councillors – for Council business only & Voluntary Groups | 5 | Keep | Laptop | Regular reviews carried out to ascertain  data is still required |
| Paperwork in filing cabinets | Paper | Collected by clerk | Only clerk has access | Storage of documents required to be kept legally | 3 | Keep | Cabinet | Regular reviews carried out. Removal  of items in accordance with  Document Retention Policy |
| Correspondence | Email/  Paper | Sent to clerk and/or  councillors | Clerk/Councillor access | Stored while ongoing. | 1 | Keep and Discard | Laptop/  Filing  Cabinet | Discard when completed. |
| Electoral Roll (full) | Electronic/  Paper | MSDC | Only clerk has access | Reference only | 5 | Keep and  Discard | Laptop/  Cabinet | Current version only retained.  Old versions shredded |
| Complaints | Email/  Paper | Complainant | Clerk and Councillors | Reference only | 5 | Keep and  Discard | Laptop/  Cabinet | Discard when resolved |
| Agenda | Electronic/Paper | Clerk | All | Reference only | 3 & 5 | Keep and  Discard | Laptop | Electronic version kept only. |
| Minutes | Electronic/Paper | Clerk | All | Minutes stored as hard copy & electronic copy indefinitely | 3 & 5 | Keep | Laptop/  Filing  Cabinet | Transfer to county record office  if necessary. |
| Planning applications | Electronic/Paper | MSDC | Clerk/Councillors  Public Meetings | Perform Statutory Function | 5 | Keep and Discard | Laptop/  Filing  Cabinet | Files removed once expiry of  timed conditions. |
| Laptop back-up | Electronic | Laptop | Clerk only | Store | 5 | Keep |  | All data backed up to cloud. |
| External hard drive | Electronic | Laptop | Clerk only | Store | 5 | Keep | Filing  Cabinet | Data backed up regularly |
| Website | Electronic | Clerk | All | Uploading of information to comply with relevant legislation | 3 & 5 | Keep | Laptop | Reviewed & updated regularly |
| Details of grants & donations | Email/  paper | Village Organisations & Charities | Clerk &  Councillors | Requests for grants/donations | 5 | Keep and Discard | Laptop/  Filing  Cabinet | Kept in accordance with audit  requirements & then destroyed |
| Information relating to children | None | None | n/a | n/a | 5 | Keep and Discard | N/A | Destroy where necessary |
| Employee details (appraisals, application details, personal details etc) | Paper/  Electronic | Employee/  HMRC | Clerk & Payroll Processor | Personal details are held in accordance with HMRC requirements for the operation of the Council’s duties as an employer | 2,3 & 5 | Keep and Discard | Laptop/  Filing  Cabinet | Data kept in accordance with retention  periods as outlined in Councils Document  Retention Policy.  Once retention period is expired all  data is destroyed. |
| Newsletters | Electronic/  Paper | Clerk/Councillors/ Village Organisations | All | Publish and shared with residents | 5 | Keep | Laptop | Electronic version kept paper copy  destroyed |
| Surveys & Questionnaires | Electronic/Paper | Clerk/Councillors | Residents | To receive information from residents | 5 | Keep and Discard | Laptop/  Filing  Cabinet | Review when task completed. |

**\*Legitimate reasons for retaining personal data:**

**1. Consent of the data subject**

**2. Necessary for the performance of a contract**

**3. Necessary for compliance with a legal obligation**

**4. Necessary to protect vital interests of a data subject or other**

**5. Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller**

**6. Necessary for the purpose of legitimate interests pursued by the controller (only used if none of the above apply)**