

GREAT ASHFIELD PARISH COUNCIL

DATA PROTECTION IMPACT ASSESSMENT

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/Councilor 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	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	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

details etc)				employer				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)