

### Assessment of Personal Data held by Chelmondiston Parish Council

Type of Data	Why it is collected	Where it comes from	Who it is shared with	Consent obtained	How it is protected	Chelmondiston Parish Council
<b>Electoral Roll</b>	For Council use only. Details of names and addresses of electorate	BDC	Clerk only for PC business	Not required	Stored securely in clerk's home and stored on Clerk's Laptop which is double password protected	Compliant
<b>Letters from residents</b>	Queries or complaints from residents	Residents	Clerk and councillors	Yes consent required.	Stored until issue dealt with. Consent obtained if name to be used.	Compliant
<b>Emails from residents</b>	Queries or complaints from residents	Residents	Clerk and councillors	Yes consent required.	Stored on clerk's laptop which is in her locked home. Laptop is double password protected . All Parish Councillors have signed the Councillor Awareness checklist to ensure that desktops and laptops contain anti virus software. Clerk's laptop has a firewall and anti-virus software and the laptop is updated regularly	Compliant
<b>Contact database (names, address and telephone numbers of councillors and other village organisations which are already in the public domain)</b>	To share information with residents or other organisations.	Councillors and other village organisations (not contact details of individuals)	Clerk only	Not required for councillors or charities	Stored on clerk's laptop (see above)	Complaint
<b>Village review survey</b>	To canvas views of residents	Residents	Clerk and councillors	Yes if personal information is listed through a consent form	Stored in locked drawer in clerk's home	Compliant
<b>Clerk's employment details</b>	For contract of employment	Clerk	Clerk and councillors	No for Councillors	Stored in locked drawer in clerk's home	Complaint
<b>Job applications, CV's</b>	To appoint new staff To deal with complaints	None at present		Yes	email and locked drawer disposed once answered	N/A at present N/A at present
<b>Complaints and reporting issues</b>		Public	Clerk and Councillors			
<b>Grant applications</b>	To apply for grant funding	Various organisations	Clerk and councillors	Not required as public organisations	Stored on clerk's laptop (see above) and in clerk's locked drawer in the office	Compliant
<b>Planning applications</b>	To enable the Council to respond to planning application consultations	BDC	Clerk and councillors	Not required for Clerk or Councillors as statutory information is required	Applications stored in the container.	Compliant
<b>Contracts with individuals and organisations</b>	To carry out the Council's legal role e.g grass cutting	Individuals or organisations	Clerk and councillors	No consent needed as a contractor	Contractors in office	Compliant
<b>Communications with third parties (County Councils, District Councils, Parish and Town Councils, HMRC, Charities, County Associations, SLCC, LCPAS, village organisations)</b>	Sharing of information	Third party organisations	Clerk and councillors	Not required as public organisations	Store in locked drawer in Clerk's home and also stored on the laptop.	Complaint
<b>Email addresses</b>	To communicate with residents in response to queries or complaints	Residents	Clerk only	Obtain consent and keep a copy of it dispose when replied	Stored on clerk's laptop disposed when answered	Complaint
<b>IP address</b>	To communicate with residents in response to queries or complaints	Residents	Clerk only	Cut and paste information into a new email to remove the IP address. Also can gain consent from the resident so that IP address does not need to be hidden.	Stored on clerk's laptop (see above). Clerk only forwards on personal emails when consent has been given by the resident. If consent not given copies and pastes the information and sends as an attachment.	Compliant
<b>Purchase history</b>	Purchases from suppliers	Companies	Clerk and councillors	Not required as companies not covered by GDPR	Stored on the Clerk's laptop in line with job role	Complaint
<b>Downloads</b>	For information to enable Council to carry out its role	Various	Clerk only	Not Required	Stored on clerk's laptop (see above)	Compliant
<b>Pay and PAYE information</b>	To enable Council to carry out its role as an employer	SALC	Clerk and councillors and available to view on agendas and minutes.	Not required as public organisations	Stored on clerk's laptop (see above)	Compliant
<b>Financial information /history</b>	To enable Council to carry out its role	Various	Clerk and councillors and available to view on agendas and minutes.	Not required as public organisations	Stored on clerk's laptop (see above)	Complaint
<b>Details of donations</b>	Fundraising for village projects	Residents and groups in the area	Clerk and councillors and the public	Not required due to a request being made	Stored on Clerk's laptop which is double password protected. Also kept in the locked drawer in the Clerk's office.	Compliant
<b>Suppliers contracts</b>	To enable Council to carry out its role	Various	Clerk and councillors	Not required as companies not covered by GDPR	Stored in Clerk's laptop and locked drawer in line with job role	Complaint

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<b>Subscription Services</b>	To enable Council to carry out its role	Various	Clerk and councillors	Not required as companies not covered by GDPR	See above	Complaint
<b>Information relating to children</b>	To canvas views of children in relation to projects directly affecting them	None	None	Parental Consent Required for those under 17	Store in Clerk's laptop which is double password protected. Also store in a locked drawer in the Clerk's office.	N/A at present
<b>Website</b>	Sharing of information to enable council to carry out its role and comply with the transparency code	Various	Everyone	Yes if information about a member of public is published on the website, but no information is published at present	Stored on clerk's laptop (see above)	Complaint
<b>Agendas and minutes</b>	Sharing of information about Council's activities to comply with its legal obligations and the Transparency Code	Produced by the clerk	Councillors and residents via noticeboards and website	No personal information is included in the agendas or minutes	Stored on Clerk's laptop (see above) and in minutes folders which are kept at the clerk's home	Complaint
<b>Dinghy Permits</b>	To enable to issue permits and communicate	Members of the public and residents	Clerk only	Yes through a consent form. To ensure permit holders can be contacted in respect of permits and the associated dinghy park	Stored on Clerk's laptop with double password protected and stored in a locked drawer in the Clerk's office	Complaint
<b>Register of Interests</b>	To ensure legal compliance	Councillors	Clerk, councillors and public	Not required as public organisations	Kept in Clerk's office and stored on the Clerk's laptop	Complaint
<b>Declaration of Acceptance</b>	To ensure legal compliance	Councillors	Clerk, councillors and public	Not required as public organisations	Kept in Clerk's office and stored on the Clerk's laptop	Complaint
<b>Historical Resigned ROI and Declaration of Acceptance</b>	To ensure legal compliance	Councillors	Clerk only	Not required as a public figure upto 6 years after resignation	Kept in Clerk's office in a locked drawer	Complaint

**Reviewed and Approved at the PC Meeting held on the 02/02/2021**