

Data Protection Impact Assessment – Hollesley Parish Council

Item	Type	Where did it come from?	Who do we share it with?	What do we do with it?	Legitimate reason for retaining*	Keep / Discard	Additional Notes
Hollesley Parish Council Directory	Word Document	Produced by current Clerk	Only with Councillors	Use it to contact relevant villages and contractors	5	Keep	Only used by Clerk and Councillors with strict guidelines that details are not to be passed on without prior consent
E-Mail Folders	E-Mail	Passed form previous Clerk and expanded upon	Only Clerk has access	Refer to items completed or ongoing	2, 4, 5 and/or 6	Keep	Annual review carried out
Paperwork in Filing Cabinet and cupboard in Village Hall	Paper	Passed from previous Clerk and expanded upon	Only Clerk has access	Storage of documents required to be kept legally	3	Keep	Annual review carried out Storage reduced by half following initial review
E-Mail address book	E-Mail	Passed form previous Clerk and expanded upon	Only Clerk has access	Contact residents, other authorities and contractors for Council business only	5	Keep	Annual review carried out
Planning Applications	Paper	SCDC	On view at public meetings	Assess potential development	5	Discard	All electronic details stored on SCDC Planning Portal with public access Papers returned to original applicant or destroyed (by incineration)
Employees details (appraisals, application details, personal details, etc.)	Paper and Electronic	Employee	Only Clerk has access	Current Clerk's details used to assess performance and reward	2	Keep and Discard	All details of previous Clerks incinerated Current Clerk's appraisals held by Clerk electronically and by Chair and Vice Chair of Council
Electoral Role (Full)	Electronic	SCDC	Only Clerk has access	Used for Reference only	5	Keep and Discard	All old versions discarded Only current version retained
Complaints	Electronic	Complainant	Clerk and Councillors	Used for Reference only		Discard	Details discarded once complaint resolved

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Laptop Back-up	Electronic (on Hard Drive and USB)	Laptop	Clerk and Chair	Store	5	Keep	Chair retains current back-up on USB Chair reminded of importance of keeping USB securely.
Agendas and Minutes	Electronic and Hard Copy	Produced by Clerk	Everyone	Minutes stored as hard copy and electronic copy in perpetuity Agendas stored for 5 years (electronically)	3 and 5	Keep and Discard	Keep all minutes (those hard copies over 5 years old to be stored in Suffolk Records Office) Delete agendas over 5 years old
Website	Electronic	Clerk	Everyone	Sharing of information to enable council to carry out its role and comply with the transparency code	3 and 5	Keep	Content reviewed and updated regularly
Information relating to Children	None at present	None	N/A	N/A	4	N/A	Where views of children are captured in the future this must be in line with the Children and Vulnerable Adult Policy and all data must be destroyed once the project is complete
Details of Grants to Village Organisations	Electronic and Hard Copy	Various Village organisations	Councillors only	Assess request for annual grant	5	Keep and Discard	Keep only 3 years' worth and then destroy

* 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 (except where overridden)