

**HORRINGER-CUM-ICKWORTH PARISH COUNCIL – DATA PROTECTION IMPACT ASSESSMENT**

TOPIC	TYPE	ORIGIN OF DATA	SHARED WITH	USE OF DATA	REASON FOR RETENTION	KEEP or DISCARD	LOCATION	COMMENTS
E-mail folders	E-mail	RFO	RFO only	Monitor items completed/ongoing	2/4/5/6	Keep	Laptop	Reviewed to ascertain if still required
E-mail addresses	E-mail	RFO	RFO only	Resident contacts, local authorities, contractors, councillors, Voluntary groups – for PC use only	5	Keep & discard	Laptop	Reviewed to ascertain if still required
Paperwork in filing cabinets	Paper	RFO/Chair	RFO/Chair only	Storage of legally documentation	3	Keep & discard	Cabinet	Kept while legally required & discard as necessary
Correspondence	E-mail & Paper	Received by RFO/Councillors	RFO & Councillors	Stored while required	1	Keep	Laptop & Cabinet	Discard when no longer needed
Electoral role	Electronic & Paper	WSC sent to RFO	RFO only	Reference purposes	5	Keep	Laptop & Cabinet	Keep latest copy only
Complaints	Laptop & Cabinet	Complainant	RFO & Councillors	Reference purposes	5	Keep & discard	Laptop & Cabinet	Discard when resolved
Agenda	Laptop & Cabinet	RFO	Councillors	Reference purposes	3/5	Keep	Laptop	Post to website
Minutes	Laptop & Cabinet	RFO	Councillors & notice board	Reference purposes	3/5	Keep	Laptop & Cabinet	Send to County Record Office if necessary Post to website
Planning Applications	Electronic & Paper	WSC sent to RFO	RFO & Councillors & PC meetings	Perform statutory duties	5	Keep & discard	Laptop & Cabinet	Discard after time restrictions Post to website (for 6 months)

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Laptop back-up	Electronic	RFO	Not shared	Protect data on laptop	5	Keep	Hard drive	Cloud usage/drive External drive used
Website	Electronic	RFO/Councillors	Anyone	To meet legal requirements	3/5	Keep	Website	Reviewed and updated regularly
Grants & donations	E-mail & Paper	Village/charity organisations	RFO & Councillors	Requests for funding	5	Keep	Laptop & Cabinet	Audit requirement procedures
Child information	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Employee information	E-mail, Electronic & Paper	Employee & HMRC	RFO and payroll processor	To meet HMRC regulations as an employer	2/3/5	Keep	Laptop & Cabinet	To meet HMRC regulations – then discard
Reports	E-mail, Electronic & Paper	RFO/Councillors & village groups	Anyone	Shared with public	5	Keep	Laptop & Cabinet	Discard when no longer needed
Surveys & questionnaires	E-mail, Electronic & Paper	RFO & Councillors	Anyone	Obtain information from residents	5	Keep	Laptop & Cabinet	Discard when no longer needed

#### Reasons for retention of data:-

- 1 Consent of 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
- 5 Necessary for the performance of a task carried out in the public interest or exercise of official authority vested in the data controller
- 6 Necessary for the purpose of legitimate interests pursued by the data controller