

SEMER PARISH COUNCIL DATA PROTECTION IMPACT ASSESSMENT & LAWFUL BASIS FOR PROCESSING

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
Paperwork	Paper	Passed from previous clerk / chair and expanded upon	Only Councillors	Storage of documentation required to be kept legally	2, 4, 5 or 6	Keep	Annual review carried out and relevant paperwork retained at Clerk's home
Email Address Book	E-Mail	Current Clerk	Only Clerk has access	Contact residents, other authorities and contractors for Council business	5	Keep	Annual review
Planning Applications	Electronic	Babergh District Council	On view at public meetings when necessary	Assess potential development	5	Discard if printed	All electronic details stored on BMSDC Planning Portal with public access. Any printed papers shredded.
Employees details	Paper and electronic	Employee	Only Clerk has access	Current Clerk's details used to assess performance and reward	2	Keep and discard	All previous clerk's details destroyed
Electoral Register (full)	Electronic	Babergh District Council	Only Clerk has access	Used for reference only	5	Not retained	Only held by Clerk (if needed to be printed for a specific purpose they would be subsequently destroyed).
Complaints	Electronic	Complainant	Clerk and Councillors	Used for reference only		Discard	Details discarded once complaint resolved
Laptop Back Up	Electronic on OneDrive	Laptop	Clerk		5	Keep	

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Agendas and Minutes	Electronic and Hard Copy of Minutes	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 over 5 years old should be stored in Suffolk Records Office). Agendas over 5 years deleted.
Website	Electronic	Clerk as website "owned" by council	Everyone	Sharing of information to enable council to carry out its role and comply with Transparency Code	3 and 5	Keep	Content reviewed and updated
Details of grants	Electronic and hard copy	Various	Councillors only	Assess request for annual grant	5	Keep and discard	Destroy after three years

**Legitimate reasons for retaining personal data:*

1.	Consent of the data subject	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. Necessary for the purpose of legitimate interests pursued by the controller (except where overridden)
2.	Necessary for the performance of a contract	6.	
3.	Necessary for the compliance with a legal obligation		
4.	Necessary to protect vital interests of a data subject or other		

Adopted by the Parish Council at a meeting on:

Signed:

Clerk

Signed:

Chair: