

## HASKETON PARISH COUNCIL

### DATA PROTECTION IMPACT STATEMENT

| ITEM                    | TYPE                | SOURCE                                   | SHARED WITH WHO?  | WHAT IS DONE WITH IT                                 | REASON FOR HOLDING | RETAIN/DISCARD          | ADDITIONAL NOTES  |
|-------------------------|---------------------|--|---|--|--------------------|-------------------------|---|
| HPC monthly news report | Word Document paper | Produced by Clerk                        | Public  | Published in Parish Magazine                         | 5                  | Retain                  | Retained for record and reference purposes                                |
| Correspondence          | emails              | Current (from 2016 – current Clerk only) | Clerk only access   | Completed or ongoing items                           | 2;4;5;6            | Retain                  | Review regularly (at least 6 monthly)                                     |
| Ditto                   | Paper               | Historic (passed from previous Clerks)   | Clerk and PCllrs only   | Stored in HPC Office or secure HPC Filing cabinet    | 2;3                | Retain                  | Subject to ongoing Review process to rationalise retained documents       |
| Address book            | Electronic/paper    | Current and passed from previous Clerk   | Clerk only access   | For contact purposes for legitimate PC business only | 2;3;5;             | Retain                  | Reviewed regularly updated as and when required                           |
| Planning Applications   | Paper               | SCDC                                     | Public has access at PC mtgs (details also on SCDC Planning portal) | To assist PC decision making process                 | 5                  | Discard after 12 months | All documents are available for public inspection on SCDC planning Portal |
| Staff details           | Paper /Electronic   | Employee/HR MC/Chairman /SALC payroll    | Clerk has control (shared with Chairman/SALC payroll/HRMC           | Employee performance assessment/payroll              | 1;2                | Current Clerk Retained  | Retained for 7 yrs for HRMC purposes.                                     |
| Electorals Roll         | Electronic          | SCDC                                     | Clerk only access   | Reference use only                                   | 5;6                | Retain                  | Current version only retained Discarded when updated                      |
| Complaints              | Electronic/paper    | Complainants                             | Clerk and PCllrs  | Reference only                                       | 3                  | Retain and discard      | Can be residents/contractors – discarded when resolved                    |
| Agendas/ Minutes        | Electronic/paper    | Produced by Clerk                        | All public  | Posted on Website/Noticeboard                        | 3;5                | Retain                  | Stored for perpetuity electronically and paper –                          |

|                        |                                 |   |                    |   |           |         |  |
|------------------------|---------------------------------|---|--------------------|---|-----------|---------|--|
|                        |                                 |   |                    | – Stored electronically/paper   |           |         | passed to Records office after 5years  |
| Website                | Electronic                      | Clerk/PCllrs  | Public access      | Used to share information to enable PC to comply with transparency code | 3;5       | managed | Content reviewed by Clerk regularly- reviewed and updated by responsible PCllr regularly                                     |
| Laptop                 | Electronic                      | Purchased by PC   | Used only by Clerk | Used by Clerk for PC business   | 2;3;5     | Retain  | Password protected – Information on it reviewed and managed by Clerk   |
| Allotment Tenants List | Electronic/<br>Paper            | Individuals themselves                                  | Clerk/PCllrs       | For raising of Invoices and disseminating of relevant information       | 1;2;3;5;6 | Retain  | Contact details only held  |
| Parish Documents       | Mostly Paper<br>some electronic | Historic plus<br>Other<br>Authorities/<br>organisations | Clerk/PCllrs       | Reference purposes only   | 3;4;5;6   | Retain  | Title deeds plus other documents of historic interest..<br>Currently under review. To be passed to Records Office eventually |
| Child Information      | N/A                             | N/A   | N/A                | N/A   | N/A       | N/A     | None held  |

**Legitimate Reasons for retaining Data under Act:**

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 purposes of legitimate interests pursued by the controller (except where overridden)

Completed by Steve LECKIE, Hasketon Parish Clerk.

Signed..... Hasketon Parish Council Chairman. Date.....