HASKETON PARISH COUNCIL

DATA PROTECTION IMPACT STATEMENT

ITEM	ТҮРЕ	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
Corresponde nce	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 form previous Clerks)	Clerk and PClirs 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/HRMC/Chairman/SA LC 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.
Electoral 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 PClirs	Reference only	3	Retain and discard	Can be residents/contract ors – discarded when resolved
Agendas/ Minutes	Electronic/ paper	Produced by Clerk	All public	Posted on Website/Noticebora d – Stored electronically/paper	3;5	Retain	Stored for perpetuity electronically and 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/ 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 some electronic	Historic plus Other Authorities/ organisations	Clerk/PCllrs	Reference purposes only	3;4;5;6	Retain	Title deeds plus other documents of historic interest Currently under review. To be passed to Records Office eventually
Child	N/A	N/A	N/A	N/A	N/A	N/A	None held

Information				

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......