

## CLOPTON PARISH COUNCIL – Data Protection Impact Assessment April 2021

| Information held             | Type   | Shared with   | Where held  | Notes   |
|------------------------------|--|---|---|---|
| Paperwork in filing cabinets | Paper  | Clerk & Chairman  | Village hall in locked room & Clerk's home  | Reviewed annually and old paperwork incinerated when no longer required |
| Agenda's & minutes           | Paper & electronic   | Everyone  | Clerk's home  | Older than 3 years stored at village hall in locked room.               |
| Planning applications        | Electronic on East Suffolk Councils planning portal        | Clerk & Councillor's and available to members of the public via East Suffolk Councils Planning Portal | Electronically stored on East Suffolk Councils planning portal with public access | No paper copies held  |
| Electoral role               | Accessed via the BOX, an online pass worded secure service | Only Clerk  | Information is not held by the council but accessed via the BOX if needed.        | No versions retained  |
| Employee details             | Paper  | Clerk & Chairman<br>Payroll company<br>SALC Payroll   | Clerk's home<br>Payroll company<br>SALC Payroll                                   | Details of previous staff stored at village hall in locked room.        |
| Email folders                | Electronic   | Only Clerk  | Clerk's computer<br>Password protected  | Old information deleted   |
| Email addresses              | Electronic   | Only Clerk  | Clerk's computer<br>Password protected  | Old information deleted   |
| Computer back-up             | Electronic & USB drive                                     | Only Clerk  | Clerk's own safe<br>Password protected  | Data constantly backed up   |
| Website                      | Electronic   | Everyone  | Mrs Hughes also has access to non Parish Council pages                            | Reviewed and updated regularly  |
| Newsletter                   | Electronic   | Everyone  | Electronic copies securely stored by Mrs Hughes                                   | Produced annually   |

Clerk and Chairman have access to locked room at Village Hall which is used for storage of parish council documents.

Documents which are no longer required are incinerated.