

**DATA PROTECTION IMPACT ASSESSMENT
CONEY WESTON PARISH COUNCIL
MARCH 2022**

ITEM	TYPE	ORIGIN	WHO IT IS SHARED WITH	WHAT WE DO WITH IT	LEGITIMATE REASON FOR RETAINING* (see key)	KEEP/DISCARD	ADDITIONAL NOTES
Email folders	Emails	Produced & updated housekeeping by Clerk	Only Clerk has access	Used for daily correspondence and record keeping	3, 4, 5, 6	Keep	Quarterly reviews carried out by designated Councillor
Hard copy paperwork	Paper	Passed from previous Clerks	Only Clerk has access. Cllrs may request	Kept for legal and historical reasons	3, 6	Keep	Intention is to review paperwork with a view to archiving at County Records Office in Ipswich – 2022/23 year
Email addresses	Electronic	From previous Clerks & updated where new contacts made	Only Clerk has access	Kept for correspondence	1, 3, 4, 5, 6	Keep	
Planning Applications	Electronic & paper	West Suffolk Council Planning	On website as supporting documents	Used for decision making purposes	5	Keep	All electronic details stored on WSC Planning portal with public access. Old paper copies kept for archiving

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Employee details (appraisals, application forms, personal details etc)	Paper and electronic	Employee	Only Clerk has access	For current Clerk's contract compliance and appraisal	1, 3, 4, 6	Keep current and discard previous Clerk details	Review of electronic & hard copy files to take place in 2022/23 year and previous Clerk details to be destroyed
Electoral Roll (full for village)	Electronic	WSC	Only Clerk has access	Used for reference only	4, 5, 6	Keep / discard	Keep current and discard previous editions
Parishioner / public correspondence	Paper and electronic	Author	Clerk and Councillors	Used for reference only	5	Keep for statutory 6 years	Details filed once correspondence responded to or resolved
Laptop back up	Electronic	Cloud storage (Google)	Only Clerk has access	Store	5	Keep	
Agendas and Minutes	Electronic and hard copy	Produced by Clerk	Public access	Agendas stored electronically. Hard copy minutes retained indefinitely	3, 5	Keep	Hard copy minutes older than 6 years to be sent to SCC archive in Ipswich during 2022/23 year. Electronic agendas older than 6 years deleted

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Website	Electronic	Produced and maintained by Councillor Flood	Everyone including wider public	Used for sharing Parish Council information and to comply with transparency code	3, 5	Keep	Content continually updated and reviewed
Social media pages (Facebook)	Electronic	Set up and maintained by Councillor Flood	Everyone including wider public	As website	3, 5	Keep	As above
Details of grants to village organisations	Electronic and hard copy	Village groups	Councillors only	Used for assessing grant application criteria	5	Keep	Keep for 6 years then destroy

*** Legitimate reasons for retaining personal data**

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