CLOPTON PARISH COUNCIL – Data Protection Impact Assessment June 2019

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	Paper and Electronic on East Suffolk Councils planning portal	Clerk & Councillor's and available to members of the public via East Suffolk Councils Planning Portal	Clerks home and Electronically stored on East Suffolk Councils planning portal with public access	Paper copies incinerated following decision.
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 Payroll company Ladywell Accountancy	Clerk's home Payroll company Ladywell Accountancy	Details of previous staff stored at village hall in locked room.
Email folders	Electronic	Only Clerk	Clerk's computer Password protected	Old information deleted
Email addresses	Electronic	Only Clerk	Clerk's computer Password protected	Old information deleted
Computer back-up	Electronic & USB drive	Only Clerk	Clerk's own safe Password protected	Data constantly backed up
Website	Electronic	Everyone	Mrs Hughes also has access	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.