

Assessment of Personal Data Held						
Type of Data	Why it is collected	Where it comes from	Who it is shared with	Consent obtained	How it is protected	Lawful Basis
Electoral Roll	For Council use only. Details of names and addresses of electorate	Mid Suffolk District Council	Clerk only for PC business	Not required	Stored securely in clerk's home	Legitimate Interests
Letters from residents	Queries or complaints from residents	Residents	Clerk and councillors		Stored in locked filing cabinet in clerk's home. Clerk is in the process of sorting through and destroying old correspondence.	Legitimate Interests
Emails from residents	Queries or complaints from residents	Residents	Clerk and councillors		Stored on clerk's computer which is in her locked home. Computer is password protected as are the council internet accounts. The computer has a firewall and anti-virus software and updated regularly	Legitimate Interests
Contact database (names, address and telephone numbers of councillors and other village organisations which are already in the public domain)	To share information with residents	Councillors and other village organisations (not contact details of individuals)	Residents	Not required for councillors or charities	Stored on clerk's computer (see above)	Legitimate Interests
Village surveys	To canvas views of residents	Residents	Clerk and councillors		Stored in locked filing cabinet in clerk's home	Legitimate Interests
Clerk's employment details	For contract of employment	Clerk	Clerk and councillors		Stored in locked filing cabinet in clerk's home	Consent
Job applications, CV's	To appoint new staff	None at present				-
Complaints and reporting issues	To deal with complaints	None at present				-
Grant applications	To apply for grant funding	Various organisations	Clerk and councillors	Not required as public organisations	Stored in locked filing cabinet in clerk's home.	Legitimate Interests
Planning applications	To enable the Council to respond to planning application consultations	Mid Suffolk District Council	Clerk and councillors		Stored on clerk's computer (see above)	Legitimate Interests
Contracts with individuals and organisations	To carry out the Council's legal role e.g grass cutting	Individuals or organisations	Clerk and councillors		Stored on clerk's computer (see above)	Legitimate Interests
Communications with third parties (County Councils, District Councils, Parish and Town Councils, HMRC, Charities, County Associations, SLCC, LCPAS, village organisations)	Sharing of information	Third party organisations	Clerk and councillors	Not required as public organisations	Stored on clerk's computer (see above)	Legitimate Interests
Email addresses	To communicate with residents in response to queries or complaints	Residents	Clerk only	Obtain consent and keep a copy of it	Stored on clerk's computer (see above)	Consent
IP address	To communicate with residents in response to queries or complaints	Residents	Clerk only	Cut and paste information into a new email to remove the IP address	Stored on clerk's computer (see above). When forwarding on personal emails Clerk saves them and sends them as an attachment or copies and pastes information from the email.	Legitimate Interests
Purchase history	Purchases from suppliers	Companies	Clerk and councillors	Not required as companies not covered by GDPR		Legitimate Interests
Downloads	For information to enable Council to carry out its role	Various	Clerk only		Stored on clerk's computer (see above)	Legitimate Interests
Pay and PAYE information	To enable Council to carry out its role as an employer	Clerk	Clerk and councillors	Not required as public organisations	Stored on clerk's computer (see above)	Legitimate Interests
Financial information /history	To enable Council to carry out its role	Various	Clerk and councillors	Not required as public organisations	Stored on clerk's computer (see above)	Legitimate Interests
Details of donations	Fundraising for village projects	Residents	Clerk and councillors		Various	Legitimate Interests
Suppliers contracts	To enable Council to carry out its role	Various	Clerk and councillors	Not required as companies not covered by GDPR		-
Subscription Services	To enable Council to carry out its role	Various	Clerk and councillors	Not required as companies not covered by GDPR		-
Information relating to children	To canvas views of children in relation to projects directly affecting them or to run competitions, e.g. Christmas Art	None	None	Parental Consent Required for under 17s		Consent
Website	Sharing of information to enable council to carry out its role and comply with the transparency code	Various	Everyone	Yes if information about a member of public is published on the website, but no information is published at present	Stored on clerk's computer (see above)	Consent
Annual Newsletter	Sharing of information	Various	Residents of different parishes	No personal information is included in the newsletter reports	Stored on clerk's computer (see above) and back copies in a locked filing cabinet	Legitimate Interests
Parish Magazine	Sharing of information	Various	Residents of different parishes	No personal information is included in the newsletter reports	Stored on clerk's computer (see above)	Legitimate Interests
Agendas and minutes	Sharing of information about Council's activities to comply with its legal obligations and the Transparency Code	Produced by the clerk	Councillors and residents via noticeboards and website	No personal information is included in the agendas or minutes	Stored on clerk's computer (see above) and in minutes folders which are kept at the clerk's home	Legitimate Interests