Ainstable Parish Council

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				Review					Risk Assessment of Data Breach				
									Data in				
	Legal Basis for								public				Review/Assess/Revi
Data type	Processing	Document type	Held by	Storage location	Duration of storage	Method of disposal	Frequency of review	Method of review	domain?	Risk(s) Identified	H/M/L	Management/Control of Risk	e
								Councillors to inform					
								Clerk promptly of any					
								changes.					
								Clerk to check					
								annually at the AGM					
								the records held					
						Removal of details on		against the		Loss/theft of Clerk's		Laptop is password protected and	
				Clerk laptop,		completion of term		declarations of		laptop or external		encrypted. External hard drive is kept at the	Risk is low - current
Councillor's contact details	Public task	Electronic	Clerk	external hard drive	Indefinitely	of office by request.	Annually	interests.	YES	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.
, our contract details	T done task	Liceti Gine	Cierk	Councillors'	ac.iiiicciij	or ornice by requesti	rumaany	mice esta-	123	nara arre	-	olerk s nome in a rocked capacara.	provision adequate.
				computers, mobile		Removal of details on		Councillors/Clerk to					
				devices and/or		completion of term		circulate any changes		Loss/theft of		Councillors to take all reasonable	Risk is low - current
Councillar's contact datails	Dublic took	Floatronia/papar	Other councillers		Indofinitaly		Annually		VEC				
Councillor's contact details	Public task	Electronic/paper	Other councillors	paper records	Indefinitely	of office by request.		as required.	YES	Councillors' property	L	precautions.	provision adequate.
						ho are signatories to th	•	•				Ainstable Parish Council is satisfied by its	Risk is low - current
Councillor's contact details	Public task	Electronic/Paper	Parish Council's Bank		•	dentification document		•	NO	Data loss by bank	L	bank's security arrangements.	provision adequate.
				_		re provided to Eden Dis	trict Council as and who	en there is a change.		Data loss by Eden		This is unlikely and the data is in the public	Risk is low - current
Councillor's contact details	Public task	Electronic/Paper	Eden District Council		would be every four ye				YES	District Council	L	domain anyway.	provision adequate.
				Ainstable Parish Co	uncil is the Trustee of A	Ainstable Millennium Gr	een Trust. Name and a	ddress details of		Data loss by Charity		This is unlikely and the data is in the public	Risk is low - current
Councillor's contact details	Public task	Electronic/Paper	Charity Commission	councillors are there	efore provided to the O	Charity Commission. The	e parish council will upo	late this information	YES	Commission	L	domain anyway.	provision adequate.
								Clerk to inform					
								Chairman promptly					
				Chairman's		Removal of details on		of any changes.					
				computer, mobile		termination of		Chairman to check					
				devices and/or		employment, by		records held annually		Loss/theft of			Risk is low - current
Clerk's contact details	Public task	Electronic/paper	Chairman	paper records	Indefinitely	request.	Annually	at Clerk's appraisal.	YES	Chairman's property	L	Chairman to take all resonable precautions	provision adequate.
				рарантана		104000					1		promote and a contract
			Cumbria Payroll							Data loss by Cumbria		Ainstable Parish Council is satisfied by	Risk is low - current
Clerk's contact details	Contract	NA	Services		19/12/17 copy of C	PSL's data protection po	alicy requested via ema	ii.	YES	Payroll Services		CPSL's security arrangements.	provision adequate.
CIEFR'S CONTACT DETAILS	Contract	INA	Services		18/12/17 - copy of C	PSL'S data protection po	olicy requested via ema	III	TES	Payroli Services	L	CFSL's security arrangements.	provision adequate.
			0 11 0 11										
			Parish Council's										
			partners and										
			suppliers, including,										
			but not limited to:										
			CALC; insurers; bench										
			suppliers; playground	t l									
			equipment suppliers;	;									
			stationery suppliers;	Ainstable Parish	Council will rely on su	ppliers to comply with (GDPR themselves in res	pect of storage and					
			maintenance	disposal of this d	ata. In the event of a c	hange of Clerk, the inco	ming Clerk will be resp	onsible for updating		Data loss by partners	:	This is unlikely and the data is in the public	Risk is low - current
Clerk's contact details	Contract	NA	contractors		s	uppliers in a timely ma	nner.		YES	and suppliers	L	domain anyway.	provision adequate.
						i i		New files to be		Loss/theft of Clerk's		Laptop is password protected and	
				Clerk laptop,		Deletion of out of		requested from EDC		laptop or external		encrypted. External hard drive is kept at the	Risk is low - current
Register of Electors	Public task	Electronic	Clerk	external hard drive	Indefinitely	date files	Annually	annually.	YES	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.
	222 1251			The state of the s		After 7 years,						The state of the s	, strate adequate.
						financial records to							
					Contact details -	be shredded.		Clerk to cross check					
				Clark landar	Indefinitely	Electronic copies of		address details held		Lara (Abatharth at Cl. 11		lantania anno and anno da da d	
6 - 1				Clerk laptop,	Invoices and other	supplier contact		against those on any		Loss/theft of Clerk's		Laptop is password protected and	D: 1 : 1
Suppliers names & addresses, where supplier is a sole					financial records - 7	details could be		financial document		laptop or external		encrypted. External hard drive is kept at the	
trader working from a home office	Contract	Electronic/paper	Clerk	accounting records	years	deleted on request.	On receipt of invoice.	received.	YES	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.

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Data Register September 2018

Data Register September 2018	T		1	1	0.00				1			0.14	
						age & Disposal		Review		Risk Assessment of Data Breach			
	Legal Basis for								Data in public				Review/Assess/Rev
Data type	Processing	Document type	Held by	Storage location	Duration of storage	Method of disposal	Frequency of review	Method of review	1.	Risk(s) Identified	H/M/L	Management/Control of Risk	e
				Clerk laptop,		NA - the parish				1 41 - 6 - 6 61 - 11			
C				external hard drive	•	council needs to				Loss/theft of Clerk's		Laptop is password protected and	Diale ia lacco
Grant applications received from individuals applying on		51t:-/	Clark	accounting records	to definite to	retain applications for		N. A	VEC	laptop or external		encrypted. External hard drive is kept at the	
behalf of an organisation	Consent	Electronic/paper	Clerk	if grant awarded	Indefinitely	historical usage.	NA	NA	YES	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.
						Paper records are shredded after 7		Clerk to review					
						years. Details of the		contact details as part of the annual					
				Clerk laptop,		tenancy and rent are		rent review and		Loss/theft of Clerk's		Lanton is password protested and	
				external hard drive		retained by the parish council for		signing of the annual		laptop or external		Laptop is password protected and encrypted. External hard drive is kept at the	Disk is low, surrent
Tonongy nanonwork	Contract	Floatronia/nanor	Clerk	accounting records	Indofinitaly	historical usage.	Annually		NO	hard drive		Clerk's home in a locked cupboard.	
Tenancy paperwork	Contract	Electronic/paper	Clerk	accounting records	maenintery	filstofical usage.	Allitually	tenancy agreement.	NO	naru urive		cierk's florile iii a locked cupboard.	provision adequate
						NA - the parish							
						council retains							
						correspondence and							
						replies for historical							
						usage unless they							
						contain sensitive							
						personal information.							
						Electronic files could							
						be deleted and paper				Loss/theft of Clerk's		Laptop is password protected and	
				Clerk laptop,		records shredded				laptop or external		encrypted. External hard drive is kept at the	
Correspondence	Consent	Electronic/paper	Clerk	external hard drive	Indefinitely	upon request.	NA	NA	NO	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.
						NA the wester						Laptop is password protected and	
						NA - the parish				/11 . 6 6		encrypted. External hard drive is kept at the	
				Clark lands		council retains				Loss/theft of Clerk's		Clerk's home in a locked cupboard. Planning	Dieleie lesse essent
No. of the contract of the con		Et	CI. I	Clerk laptop,	1. 1.6.2.1	planning applications			VEC	laptop or external		applications are the property of Eden	Risk is low - current
Planning applications	Consent	Electronic/paper	Clerk	external hard drive	Indefinitely	for historical usage.	NA	NA	YES	hard drive	L	District Council.	provision adequate.
						NA - the parish							
						council retains							
						correspondence and							
						replies for historical							
						usage unless they							
						contain sensitive							
						personal information.							
				Clerk laptop,		Electronic files could				Loss/theft of Clerk's		Laptop is password protected and	
				external hard drive		be deleted upon				laptop or external		encrypted. External hard drive is kept at the	Dick is low surrent
Website enquiries	Consent	Electronic	Clerk/Chairman	Chairman laptop.	Indefinitely	request.	NA	NA	NO	hard drive		Clerk's home in a locked cupboard.	provision adequate.
vveusite enquines	Consent	Electronic	CIEIN/CHAITHIAH	спантнан таргор.	maenintery	request.	IIA.	INA	INO	Data loss by		Ainstable parish council is satisfied by	provision adequate.
			Community							Community		Community Heartbeat Trust's security	Risk is low - current
Defibrillator guardian contact details		NA	Heartbeat Trust		A conv of CHT's dat	a protection policy is he	old by the parish council	ı	NO	Heartbest Trust.		arrangements.	provision adequate.
2011011110101 Buururun contact uctaris			curtocat irust		A copy of crit's dat	a protection policy is he	in by the parish council			curtocot Trust.	-	a.rangements.	p. ovision aucquate.
								Guardians to notify					
								Clerk & CHT promptly	,				
								of any change. Clerk					
								to confirm annually					
						NA - details need to		via email on renewal		Loss/theft of Clerk's		Laptop is password protected and	
				Clerk laptop,		be retained for		of CHT adoption		laptop or external		encrypted. External hard drive is kept at the	Risk is low - current
Defibrillator guardian contact details	Public task	Electronic/paper	Clerk	external hard drive	Indefinitely	historical usage	Annually	agreement.	NO	hard drive		Clerk's home in a locked cupboard.	provision adequate.
Demormator guardian contact details	i ublic task	Liecti offic/paper	CIEIK	external hard unive	maerimitery	mstorical usage	Airilually	agreement.	NU	naru urive	1	cierk's nome in a locked cuppoard.	provision adequate.

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Data Register September 2018

				Storage & Disposal			Review			Risk Assessment of Data Breach			
									Data in				
	Legal Basis for								public				Review/Assess/Revis
Data type	Processing	Document type	Held by	Storage location	Duration of storage	Method of disposal	Frequency of review	Method of review	domain?	Risk(s) Identified	H/M/L	Management/Control of Risk	e
				Clerk laptop,	For as long as	Electronic files to be				Loss/theft of Clerk's		Laptop is password protected and	
				external hard drive,	relevant for the	deleted and paper				laptop or external		encrypted. External hard drive is kept at the	Risk is low - current
Surveys of residents	Consent	Electronic/paper	Clerk	paper records	subject matter.	files shredded.	NA	NA	NO	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.
										Deliberate retention			
										of data by internal			
										auditor		Internal auditor is a reputable person	
										Loss/theft of paper		appointed annually by the parish council.	
										files from internal		Internal auditor to take all reasonable	Risk is low - current
Financial records	Public task	Paper	Internal auditor	Annu	al financial records are	shared with, but not r	etained by, the internal	auditor.	YES	auditor's premises	L	precautions with parish council records.	provision adequate.
												Ainstable Parish Council is satisfied by its	Risk is low - current
Financial records	Public task	Electronic/paper	Banks	Financia	l information, including	g bank account details,	held by the parish cour	ncil's banks.	YES	Data loss by bank	L	bank's security arrangements.	provision adequate.
			Website hosting							Data loss by web		Ainstable Parish Council is satisfied by its	Risk is low - current
Website files	Contract	Electronic	provider		16/4 - requested info	ormation on data centi	e from hosting provide	r	YES	hosting provider	L	web host's security arrangements.	provision adequate.
										Loss/theft of Clerk's		Laptop is password protected and	
										laptop or external		encrypted. External hard drive is kept at the	
				Clerk laptop,						hard drive		Clerk's home in a locked cupboard.	
Minutes from other government bodies, e.g. EALC,			Clerk, Chairman,	external hard drive,						Loss/theft of			Risk is low - current
CALC, Cumbria County Council, Eden District Council	Public task	Electronic/paper	Councillors	paper records	Indefinitely	NA	NA	NA	YES	councillor's property	L	precautions with parish council data.	provision adequate.