Ainstable Parish Council

Data Register April 2018

Data Register April 2018	ı		1		Storage & Disposa	I	Pos	view				Risk Assessment of Data Breach	
					Storage & Disposa	<u> </u>	Res	I	Data in			RISK ASSESSMENT OF Data Breach	
	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	1.	Risk(s) Identified	H/M/L	Management/Control of Risk	e
	Į.	7.			Ü		. ,						
								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.
				Councillors'									
				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
Councillor's contact details	Public task	Electronic/paper	Other councillors	paper records	Indefinitely	of office by request.	Annually	as required.	YES	Councillors' property	L	precautions.	provision adequate.
						•	e parish council's bank	•				Ainstable Parish Council is satisfied by its	Risk is low - current
Councillor's contact details	Public task	Electronic/Paper	Parish Council's Bank	s the council's banker	s, as well as copies of i	identification documen	ts councillors have beer	n asked to provide. The	NO	Data loss by bank	L	bank's security arrangements.	provision adequate.
							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.
							een Trust. Name and a			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 C	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.
			Cumbria Payroll						VEC	Data loss by Cumbria	1.	Ainstable Parish Council is satisfied by	Risk is low - current
Clerk's contact details	Contract	NA	Services		18/12/17 - copy of C	PSL's data protection p	olicy requested via ema	il	YES	Payroll Services	L	CPSL's security arrangements.	provision adequate.
			0.11.0										
			Parish Council's										
			partners and										
			suppliers, including,										
			but not limited to:										
			CALC; insurers; bench										
			suppliers; playground										
			equipment suppliers;										
			stationery suppliers;				GDPR themselves in res						
			maintenance	disposal of this d		-	ming Clerk will be resp	onsible for updating	VEC	Data loss by partners	1.	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.	No. Glasta ba	YES	and suppliers	L	domain anyway.	provision adequate.
				Clark lantar		Deletion of out f		New files to be		Loss/theft of Clerk's		Laptop is password protected and	Dieloie Iero
Desister of Floriers	Dublic took	Floatronia	Clark	Clerk laptop,	Indofinitaly	Deletion of out of date files	Annually	requested from EDC	YES	laptop or external		encrypted. External hard drive is kept at the	
Register of Electors	Public task	Electronic	Clerk	external hard drive	indefinitely	After 7 years,	Annually	annually.	152	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.
					Courte et eleteile	financial records to		Clarit ta arras al					
					Contact details -	be shredded.		Clerk to cross check					
				Clark lantan	Indefinitely	Electronic copies of		address details held		Loss/thoft of Clarkin		Lanton is password protected as d	
Cumpliars names 9 addresses where supplies is a sale				Clerk laptop,	Invoices and other	supplier contact		against those on any		Loss/theft of Clerk's		Laptop is password protected and	Disk is low surgers
Suppliers names & addresses, where supplier is a sole trader working from a home office	Contract	Electronic/paper	Clerk	external hard drive, accounting records	financial records - 7	details could be	On receipt of involve	financial document	YES	laptop or external hard drive		encrypted. External hard drive is kept at the Clerk's home in a locked cupboard.	provision adequate.
trader working from a nome office	CONTRACT	Electronic/paper	Cierk	accounting records	years	deleted on request.	On receipt of invoice.	received.	163	naru urive	L	cierk s nome in a locked cupodard.	provision adequate.

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					Storage & Disposa		nei	l	Data in		1	NISK ASSESSIFIER OF Data Breach	1
	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,		NA - the parish							
				external hard drive,		council needs to				Loss/theft of Clerk's		Laptop is password protected and	
Grant applications received from individuals applying on				accounting records		retain applications for				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					
				Clark landar		tenancy and rent are		part of the annual		Loss/theft of Clerk's		Lautana in managanah and and	
				Clerk laptop,		retained by the		rent review and		*		Laptop is password protected and	Dieloie leuro errene
T	Ctt	Electronic (con en	Claul	external hard drive,	In definited.	parish council for	A	signing of the annual	NO	laptop or external		encrypted. External hard drive is kept at the	
Tenancy paperwork	Contract	Electronic/paper	Clerk	accounting records	indefinitely	historical usage.	Annually	tenancy agreement.	NO	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.
						NA the parish							
						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	Dick is low current
Correspondence	Consent	Electronic/paper	Clerk	external hard drive.	Indefinitely	upon request.	NA	NA	NO	hard drive		Clerk's home in a locked cupboard.	provision adequate.
correspondence	Consent	Liecti Onic/ paper	CIETK	external nara unive.	indefinitely	upon request.	IVA	INA	NO	naru urive	-	Laptop is password protected and	provision adequate.
						NA - the parish						encrypted. External hard drive is kept at the	
						council retains				Loss/theft of Clerk's		Clerk's home in a locked cupboard. Planning	
				Clerk laptop,		planning applications				laptop or external		applications are the property of Eden	Risk is low - current
Planning applications	Consent	Electronic/paper	Clerk	external hard drive.	Indefinitely		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	Risk is low - current
Website enquiries	Consent	Electronic	Clerk/Chairman	Chairman laptop.	Indefinitely	request.	NA	NA	NO	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.
										Data loss by		Ainstable parish council is satisfied by	
			Community							Community		Community Heartbeat Trust's security	Risk is low - current
Defibrillator guardian contact details		NA	Heartbeat Trust		A copy of CHT's data	protection policy is he	eld by the parish council	<u> </u>	NO	Heartbest Trust.	L	arrangements.	provision adequate.
								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	
Defibrillator guardian contact details	Public task	Electronic/paper	Clerk	external hard drive	Indefinitely	historical usage	Annually	agreement.	NO	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.

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				Storage & Disposal			Review			Risk Assessment of Data Breach			
Data type	Legal Basis for Processing	Document type	Held by	Storage location	Duration of storage	Method of disposal	Frequency of review		Data in public domain?	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revi
	J	,		-	For as long as	Electronic files to be				Loss/theft of Clerk's		Laptop is password protected and	
				external hard drive,		deleted and paper				laptop or external		encrypted. External hard drive is kept at the	Pick is low - current
Surveys of residents	Consent	Electronic/paper	Clerk		subject matter.	files shredded.	NA	NA	NO	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.
		Total Aprile		1000						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	I information, includin	g bank account details,	held by the parish coul	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 inf	ormation on data cent	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	
				Clark lantan						laptop or external		encrypted. External hard drive is kept at the	
Adiantes from the comment hading a FALC			Claul, Chairman	Clerk laptop,						hard drive		Clerk's home in a locked cupboard.	Dieloie Ieron errorent
Minutes from other government bodies, e.g. EALC,	B 1 P 1 1	EL	Clerk, Chairman,	external hard drive,	6				VEC	Loss/theft of	1.	Councillors to take all reasonable	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.