Ainstable Parish Council

Data Register September 2020													
					Storage & Disposa		Re	view				Risk Assessment of Data Breach	
	Local Pasis for								Data in public				Daview / Assess / Davi
Data type	Legal Basis for Processing	Document type	Held by	Storage location	Duration of storage	Method of disposal	Frequency of review	Method of review		Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revi
			10000							(-)	.,,-		
								Councillors to inform					
								Clerk promptly of any	,				
								changes.					
								Clerk to check					
								annually at the AGM					
						Removal of details on		the records held 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		Annually	interests.	YES	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.
				Councillors'		,	,						
				computers, mobile		Removal of details on	n e	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.		as required.	YES	Councillors' property	L	precautions.	provision adequate.
		_, , , , , ,	Parish Council's			ho are signatories to the						Ainstable Parish Council is satisfied by its	Risk is low - current
Councillor's contact details	Public task	Electronic/Paper	Banks			identification documer			NO	Data loss by bank	L	bank's security arrangements.	provision adequate.
Councillor's contact details	Public task	Electronic/Paper	Eden District Council			are provided to Eden Di	strict Council as and wi	nen there is a change.	YES	Data loss by Eden District Council		This is unlikely and the data is in the public domain anyway.	Risk is low - current provision adequate.
Councillor's contact details	I dolle task	Licetronic/Faper	Eden District Council		would be every four y	ears after an election. Ainstable Millennium G	ireen Trust Name and	address details of	123	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			Charity Commission. Th			YES	Commission	L	domain anyway.	provision adequate.
			,	The state of the s	I I I I I I I I I I I I I I I I I I I	,	1					,	
								Clerk to inform					
								Chairman promptly					
				Chairman's		Removal of details on	1	of any changes.					
				computer, mobile		termination of		Chairman to check					
Cladda acada da data ila	Durbits as als	Clastica in facing	Chairman	devices and/or	Indefinitely	employment, by	A	records held annually	YES	Loss/theft of		Chairman to take all accounts a second and	Risk is low - current provision adequate.
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							Data loss by Cumbria		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	ail	YES	Payroll Services	L	CPSL's security arrangements.	provision adequate.
			Parish Council's									, ,	
			partners and										
			suppliers, including,										
			but not limited to:										
			CALC; insurers;										
			bench suppliers; playground										
			equipment suppliers;										
			stationery suppliers;	Ainstable Parish	Council will rely on su	ppliers to comply with	GDPR themselves in res	spect of storage and					
			maintenance			hange of Clerk, the inco				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.
								New files to be		Loss/theft of Clerk's		Laptop is password protected and	
				Clerk laptop,		Deletion of out of		requested from EDC	VEC	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 After 7 years,	Annually	annually.	YES	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.
						financial records to							
					Contact details -	be shredded.		Clerk to cross check					
				Clerk laptop,	Indefinitely	Electronic copies of		address details held					
				external hard	Invoices and other	supplier contact		against those on any		Loss/theft of Clerk's		Laptop is password protected and	
Suppliers names & addresses, where supplier is a sole				drive, accounting	financial records - 7	details could be		financial document		laptop or external		encrypted. External hard drive is kept at the	Risk is low - current
trader working from a home office	Contract	Electronic/paper	Clerk	records	years	deleted on request.	On receipt of invoice.	received.	YES	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.
				Clerk laptop,									
				external hard		NA - the parish				Land (the off of Cl. 11)		I In	
Grant applications received from individuals applying				drive, accounting records if grant		council needs to retain applications				Loss/theft of Clerk's laptop or external		Laptop is password protected and encrypted. External hard drive is kept at the	Rick is low current
on behalf of an organisation	Consent	Electronic/paper	Clerk	awarded	Indefinitely	for historical usage.	NA	NA	YES	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.
En 12 Or dir organisación	- Januarit	cctrome/paper	2.2.1		scimicity	Paper records are			100			and the state of t	p. ovision aucquate.
						shredded after 7		Clerk to review					
						years. Details of the		contact details as					
				Clerk laptop,		tenancy and rent are		part of the annual					
				external hard		retained by the		rent review and		Loss/theft of Clerk's		Laptop is password protected and	
				drive, accounting		parish council for		signing of the annual		laptop or external		encrypted. External hard drive is kept at the	
Tenancy paperwork	Contract	Electronic/paper	Clerk	records	Indefinitely	historical usage.	Annually	tenancy agreement.	NO	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.

Ainstable Parish Council

Data in public Data NOT in public domain

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	+			1	Storage & Disposa	<u> </u>	Re	view I	Data in			Risk Assessment of Data Breach	
	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		Risk(s) Identified	H/M/L	Management/Control of Risk	review/Assess/Revi
				- con ago no control						(0)	,,-		
						NA - the parish							
						council retains							
						correspondence and							
						replies for historical							
						usage unless they							
						contain sensitive							
						personal							
						information.							
				Clerk laptop,		Electronic files could be deleted and paper				Loss/theft of Clerk's		Laptop is password protected and	
				external hard		records shredded				laptop or external		encrypted. External hard drive is kept at the	Rick is low - current
Correspondence	Consent	Electronic/paper	Clerk	drive.	Indefinitely	upon request.	NA	NA	NO	hard drive		Clerk's home in a locked cupboard.	provision adequate.
correspondence	-											Laptop is password protected and	p-0101011011
						NA - the parish						encrypted. External hard drive is kept at the	
				Clerk laptop,		council retains				Loss/theft of Clerk's		Clerk's home in a locked cupboard.	
				external hard		planning applications				laptop or external		Planning applications are the property of	Risk is low - current
Planning applications	Consent	Electronic/paper	Clerk	drive.	Indefinitely		NA	NA	YES	hard drive	L	Eden District Council.	provision adequate.
						NA - the parish							
						council retains							
						correspondence and							
						replies for historical							
						usage unless they contain sensitive							
						personal							
				Clerk laptop,		information.							
				external hard		Electronic files could				Loss/theft of Clerk's		Laptop is password protected and	
				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	a protection policy is he	ld by the parish counci	1	NO	Heartbest Trust.	L	arrangements.	provision adequate.
								Guardians to notify					
								Clerk & CHT promptly					
	1												
								of any change. Clerk					
						NA details peed to		of any change. Clerk to confirm annually		Loss/thaft of Clark's		Lantan is password protested and	
				Clark lanton		NA - details need to		of any change. Clerk to confirm annually via email on renewal		Loss/theft of Clerk's		Laptop is password protected and	Rick is low - current
Defibrillator quardian contact details	Public task	Flectronic/naner	Clerk	Clerk laptop,	Indefinitely	be retained for		of any change. Clerk to confirm annually via email on renewal of CHT adoption	NO	laptop or external	ı	encrypted. External hard drive is kept at the	
Defibrillator guardian contact details	Public task	Electronic/paper	Clerk	external hard drive	Indefinitely		Annually	of any change. Clerk to confirm annually via email on renewal	NO		L		Risk is low - current provision adequate.
Defibrillator guardian contact details	Public task	Electronic/paper	Clerk	external hard drive Clerk laptop,	·	be retained for historical usage		of any change. Clerk to confirm annually via email on renewal of CHT adoption	NO	laptop or external hard drive	L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard.	
Defibrillator guardian contact details	Public task	Electronic/paper	Clerk	external hard drive	Indefinitely For as long as relevant for the	be retained for		of any change. Clerk to confirm annually via email on renewal of CHT adoption	NO	laptop or external	L	encrypted. External hard drive is kept at the	
Defibrillator guardian contact details Surveys of residents	Public task Consent	Electronic/paper	Clerk	external hard drive Clerk laptop, external hard	For as long as	be retained for historical usage Electronic files to be		of any change. Clerk to confirm annually via email on renewal of CHT adoption	NO NO	laptop or external hard drive Loss/theft of Clerk's laptop or external hard drive	L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Laptop is password protected and	provision adequate.
				external hard drive Clerk laptop, external hard drive, paper	For as long as relevant for the	be retained for historical usage Electronic files to be deleted and paper	Annually	of any change. Clerk to confirm annually via email on renewal of CHT adoption agreement.		laptop or external hard drive Loss/theft of Clerk's laptop or external hard drive Deliberate retention	L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Laptop is password protected and encrypted. External hard drive is kept at the	provision adequate. Risk is low - current
				external hard drive Clerk laptop, external hard drive, paper	For as long as relevant for the	be retained for historical usage Electronic files to be deleted and paper	Annually	of any change. Clerk to confirm annually via email on renewal of CHT adoption agreement.		laptop or external hard drive Loss/theft of Clerk's laptop or external hard drive Deliberate retention of data by internal	L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Laptop is password protected and encrypted. External hard drive is kept at the Clerk's home in a locked cupboard.	provision adequate. Risk is low - current
				external hard drive Clerk laptop, external hard drive, paper	For as long as relevant for the	be retained for historical usage Electronic files to be deleted and paper	Annually	of any change. Clerk to confirm annually via email on renewal of CHT adoption agreement.		laptop or external hard drive Loss/theft of Clerk's laptop or external hard drive Deliberate retention of data by internal auditor	L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Laptop is password protected and encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Internal auditor is a reputable person	provision adequate. Risk is low - current
				external hard drive Clerk laptop, external hard drive, paper	For as long as relevant for the	be retained for historical usage Electronic files to be deleted and paper	Annually	of any change. Clerk to confirm annually via email on renewal of CHT adoption agreement.		laptop or external hard drive Loss/theft of Clerk's laptop or external hard drive Deliberate retention of data by internal auditor Loss/theft of paper	L L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Laptop is password protected and encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Internal auditor is a reputable person appointed annually by the parish council.	provision adequate. Risk is low - current provision adequate.
Surveys of residents	Consent	Electronic/paper	Clerk	external hard drive Clerk laptop, external hard drive, paper records	For as long as relevant for the subject matter.	be retained for historical usage Electronic files to be deleted and paper files shredded.	Annually	of any change. Clerk to confirm annually via email on renewal of CHT adoption agreement.	NO	laptop or external hard drive Loss/theft of Clerk's laptop or external hard drive Deliberate retention of data by internal auditor Loss/theft of paper files from internal	L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Laptop is password protected and encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Internal auditor is a reputable person appointed annually by the parish council. Internal auditor to take all reasonable	provision adequate. Risk is low - current provision adequate. Risk is low - current
				external hard drive Clerk laptop, external hard drive, paper records	For as long as relevant for the subject matter.	be retained for historical usage Electronic files to be deleted and paper	Annually	of any change. Clerk to confirm annually via email on renewal of CHT adoption agreement.		laptop or external hard drive Loss/theft of Clerk's laptop or external hard drive Deliberate retention of data by internal auditor Loss/theft of paper	L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Laptop is password protected and encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Internal auditor is a reputable person appointed annually by the parish council. Internal auditor to take all reasonable precautions with parish council records.	provision adequate. Risk is low - current provision adequate. Risk is low - current provision adequate.
Surveys of residents Financial records	Consent Public task	Electronic/paper	Clerk Internal auditor	external hard drive Clerk laptop, external hard drive, paper records	For as long as relevant for the subject matter.	be retained for historical usage Electronic files to be deleted and paper files shredded.	Annually NA etained by, the internal	of any change. Clerk to confirm annually via email on renewal of CHT adoption agreement.	NO	laptop or external hard drive Loss/theft of Clerk's laptop or external hard drive Deliberate retention of data by internal auditor Loss/theft of paper files from internal auditor's premises	L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Laptop is password protected and encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Internal auditor is a reputable person appointed annually by the parish council. Internal auditor to take all reasonable precautions with parish council records. Ainstable Parish Council is satisfied by its	provision adequate. Risk is low - current
Surveys of residents	Consent	Electronic/paper	Clerk Internal auditor Banks	external hard drive Clerk laptop, external hard drive, paper records	For as long as relevant for the subject matter.	be retained for historical usage Electronic files to be deleted and paper files shredded.	Annually NA etained by, the internal	of any change. Clerk to confirm annually via email on renewal of CHT adoption agreement.	NO	laptop or external hard drive Loss/theft of Clerk's laptop or external hard drive Deliberate retention of data by internal auditor Loss/theft of paper files from internal auditor's premises Data loss by bank	L L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Laptop is password protected and encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Internal auditor is a reputable person appointed annually by the parish council. Internal auditor to take all reasonable precautions with parish council records. Ainstable Parish Council is satisfied by its bank's security arrangements.	provision adequate. Risk is low - current provision adequate. Risk is low - current provision adequate. Risk is low - current provision adequate.
Surveys of residents Financial records Financial records	Consent Public task Public task	Electronic/paper Paper Electronic/paper	Clerk Internal auditor Banks Website hosting	external hard drive Clerk laptop, external hard drive, paper records Annu Financia	For as long as relevant for the subject matter. al financial records are information, including	be retained for historical usage Electronic files to be deleted and paper files shredded.	Annually NA etained by, the internal held by the parish could be a second to be	of any change. Clerk to confirm annually via email on renewal of CHT adoption agreement. NA auditor. nctil's banks.	NO YES YES	laptop or external hard drive Loss/theft of Clerk's laptop or external hard drive Deliberate retention of data by internal auditor Loss/theft of paper files from internal auditor's premises Data loss by bank Data loss by web	L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Laptop is password protected and encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Internal auditor is a reputable person appointed annually by the parish council. Internal auditor to take all reasonable precautions with parish council records. Ainstable Parish Council is satisfied by its bank's security arrangements. Ainstable Parish Council is satisfied by its	provision adequate. Risk is low - current
Surveys of residents Financial records	Consent Public task	Electronic/paper	Clerk Internal auditor Banks	external hard drive Clerk laptop, external hard drive, paper records Annu Financia	For as long as relevant for the subject matter. al financial records are information, including	be retained for historical usage Electronic files to be deleted and paper files shredded.	Annually NA etained by, the internal held by the parish could be a second to be	of any change. Clerk to confirm annually via email on renewal of CHT adoption agreement. NA auditor. nctil's banks.	NO	laptop or external hard drive Loss/theft of Clerk's laptop or external hard drive Deliberate retention of data by internal auditor Loss/theft of paper files from internal auditor's premises Data loss by bank	L L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Laptop is password protected and encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Internal auditor is a reputable person appointed annually by the parish council. Internal auditor to take all reasonable precautions with parish council records. Ainstable Parish Council is satisfied by its bank's security arrangements.	provision adequate. Risk is low - current provision adequate. Risk is low - current provision adequate. Risk is low - current provision adequate.
Surveys of residents Financial records Financial records	Consent Public task Public task	Electronic/paper Paper Electronic/paper	Clerk Internal auditor Banks Website hosting	external hard drive Clerk laptop, external hard drive, paper records Annu Financia	For as long as relevant for the subject matter. al financial records are information, including	be retained for historical usage Electronic files to be deleted and paper files shredded.	Annually NA etained by, the internal held by the parish could be a second to be	of any change. Clerk to confirm annually via email on renewal of CHT adoption agreement. NA auditor. nctil's banks.	NO YES YES	laptop or external hard drive Loss/theft of Clerk's laptop or external hard drive Deliberate retention of data by internal auditor Loss/theft of paper files from internal auditor's premises Data loss by bank Data loss by web	L L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Laptop is password protected and encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Internal auditor is a reputable person appointed annually by the parish council. Internal auditor to take all reasonable precautions with parish council records. Ainstable Parish Council is satisfied by its bank's security arrangements. Ainstable Parish Council is satisfied by its web host's security arrangements.	provision adequate. Risk is low - current
Surveys of residents Financial records Financial records	Consent Public task Public task	Electronic/paper Paper Electronic/paper	Clerk Internal auditor Banks Website hosting	external hard drive Clerk laptop, external hard drive, paper records Annu Financia	For as long as relevant for the subject matter. al financial records are information, including	be retained for historical usage Electronic files to be deleted and paper files shredded.	Annually NA etained by, the internal held by the parish could be a second to be	of any change. Clerk to confirm annually via email on renewal of CHT adoption agreement. NA auditor. nctil's banks.	NO YES YES	laptop or external hard drive Loss/theft of Clerk's laptop or external hard drive Deliberate retention of data by internal auditor Loss/theft of paper files from internal auditor's premises Data loss by bank Data loss by web hosting provider	L L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Laptop is password protected and encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Internal auditor is a reputable person appointed annually by the parish council. Internal auditor to take all reasonable precautions with parish council records. Ainstable Parish Council is satisfied by its bank's security arrangements. Ainstable Parish Council is satisfied by its	provision adequate. Risk is low - current
Surveys of residents Financial records Financial records Website files	Consent Public task Public task	Electronic/paper Paper Electronic/paper	Clerk Internal auditor Banks Website hosting	external hard drive Clerk laptop, external hard drive, paper records Annu Financia	For as long as relevant for the subject matter. al financial records are information, including	be retained for historical usage Electronic files to be deleted and paper files shredded.	Annually NA etained by, the internal held by the parish could be a second to be	of any change. Clerk to confirm annually via email on renewal of CHT adoption agreement. NA auditor. nctil's banks.	NO YES YES	laptop or external hard drive Loss/theft of Clerk's laptop or external hard drive Deliberate retention of data by internal auditor Loss/theft of paper files from internal auditor's premises Data loss by bank Data loss by web hosting provider Loss/theft of Clerk's	L L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Laptop is password protected and encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Internal auditor is a reputable person appointed annually by the parish council. Internal auditor to take all reasonable precautions with parish council records. Ainstable Parish Council is satisfied by its bank's security arrangements. Ainstable Parish Council is satisfied by its web host's security arrangements. Laptop is password protected and	provision adequate. Risk is low - current
Surveys of residents Financial records Financial records	Consent Public task Public task	Electronic/paper Paper Electronic/paper	Clerk Internal auditor Banks Website hosting	external hard drive Clerk laptop, Annu Financia Information	For as long as relevant for the subject matter. al financial records are information, including	be retained for historical usage Electronic files to be deleted and paper files shredded.	Annually NA etained by, the internal held by the parish could be a second to be	of any change. Clerk to confirm annually via email on renewal of CHT adoption agreement. NA auditor. nctil's banks.	NO YES YES	laptop or external hard drive Loss/theft of Clerk's laptop or external hard drive Deliberate retention of data by internal auditor Loss/theft of paper files from internal auditor's premises Data loss by bank Data loss by bank Loss/theft of Clerk's laptop or external	L L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Laptop is password protected and encrypted. External hard drive is kept at the Clerk's home in a locked cupboard. Internal auditor is a reputable person appointed annually by the parish council. Internal auditor to take all reasonable precautions with parish council records. Ainstable Parish Council is satisfied by its bank's security arrangements. Ainstable Parish Council is satisfied by its web host's security arrangements. Laptop is password protected and encrypted. External hard drive is kept at the	provision adequate. Risk is low - current