Ainstable Parish Council

Data in public Data NOT in public

Key: domain domain

Data Register September 2021

Data Register September 2021			Storage & F		Storage & Disposa	sposal R		view				Risk Assessment of Data Breach	
	İ								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	se
								Councillors to inform					
								Clerk promptly of any	'				
								changes.					
								Clerk to check					
								annually at the AGM					
								the records held					
				Clark lantan		Removal of details on		against the declarations of		Loss/theft of Clerk's		Laptop is password protected and	Diele ie laue aueront
Councillor's contact details	Public task	Electronic	Clerk	Clerk laptop, external hard drive	Indofinitaly	completion of term of office by request.	Ammually	interests.	YES	laptop or external hard drive		encrypted. External hard drive is kept at the Clerk's home in a locked cupboard.	provision adequate.
Councillor's contact details	PUDIIC LASK	Electronic	Clerk	Councillors'	indefinitely	or office by request.	Annually	interests.	TES	naru urive		cierk's florife iii a locked cupboard.	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
Councillor's contact details	Public task	Electronic/paper	Other councillors	paper records	Indefinitely	of office by request.	Annually	as required.	YES	Councillors' property		precautions.	provision adequate.
Councillor's Contact details	T dblic tdsk	Licetionic/paper	Parish Council's			ho are signatories to the	/		123	councillors property	_	Ainstable Parish Council is satisfied by its	Risk is low - current
Councillor's contact details	Public task	Electronic/Paper	Banks			identification documen			NO	Data loss by bank		bank's security arrangements.	provision adequate.
contents 5 contact details	T done task	Licett officj raper	Burney			re provided to Eden Di			110	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 y		otrice courier as and wi	icii dicic is a cilange.	YES	District Council	L	domain anyway.	provision adequate.
						Ainstable Millennium G	reen Trust. Name and a	address details of					p. c
				councillors are then	efore provided to the	Charity Commission. Th	e parish council will up	date this information		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						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							Data loss by Cumbria		Ainstable Parish Council is satisfied by	Risk is low - current
Clerk's contact details	Contract	NA	Services		Copy of CPS	L's data protection poli	cy held by Clerk		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 roly on su	ppliers to comply with	CDDP thomsolves in res	enact of storage and					
			maintenance			hange of Clerk, the inco				Data loss by partners		This is unlikely and the data is in the public	Rick is low - current
Clerk's contact details	Contract	NA	contractors	disposal of this u		uppliers in a timely mar		ionsible for updating	YES	and suppliers	1	domain anyway.	provision adequate.
CICIN'S CONTACT OCTAINS	Contract	IVA	contractors		1	uppliers in a timely mai	liici.	New files to be	123	Loss/theft of Clerk's	_	Laptop is password protected and	provision adequate.
				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		Clerk's home in a locked cupboard.	provision adequate.
					,	After 7 years,	,	,					,
						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		On receipt of invoice.		YES	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.
				Clerk laptop,									
				external hard		NA - the parish							
				drive, accounting		council needs to				Loss/theft of Clerk's		Laptop is password protected and	
Grant applications received from individuals applying				records if grant		retain applications				laptop or external		encrypted. External hard drive is kept at the	Risk 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.

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		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				Paper records are				(,,	<u> </u>		
						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	Risk is low - current
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.
						NA - the parish							
						council retains							
						correspondence and							
						replies for historical							
						usage unless they							
						contain sensitive							
						personal							
						information.							
						Electronic files could							
				Clerk laptop,		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	
Correspondence	Consent	Electronic/paper	Clerk	drive.	Indefinitely	upon request.	NA	NA	NO	hard drive	L	Clerk's home in a locked cupboard.	provision adequate.
												Laptop is password protected and	
						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.	
at the state of th				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		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 dat	a protection policy is he	eld by the parish counci	il	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.
				Clerk laptop,									
				external hard	For as long as	Electronic files to be				Loss/theft of Clerk's		Laptop is password protected and	
			0	drive, paper	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	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		Internal auditor is a reputable as	
										auditor		Internal auditor is a reputable person	
										Loss/theft of paper		appointed annually by the parish council.	Diek is leur
Financial records	Public task	Danas	Internal auditor		al financial records	shared with, but not re	stained by the interval	Louditor	YES	files from internal auditor's premises		Internal auditor to take all reasonable precautions with parish council records.	Risk is low - current provision adequate.
manual records	Public task	Paper	internal auditor	Annu	ai illianciai records are	snareu with, but not ri	etanieu by, the internal	auditor.	153	additor's premises	-	Ainstable Parish Council is satisfied by its	Risk is low - current
Financial records	Public task	Electronic/paper	Banks	Financia	Linformation includes	a hank account datalla	hold by the periob	ncille hanke	YES	Data loss by bank		bank's security arrangements.	provision adequate.
Titianiciai recurus	rubiic task	Liecti Onic/paper	Website hosting	Financia	i illiormation, includin	g bank account details,	neid by the parish coul	nui s banks.	123	Data loss by web	-	Ainstable Parish Council is satisfied by its	
Website files	Contract	Electronic	provider	Information	on hosting providerles	lata centre security and	rodundanov available	on their website	YES	hosting provider		web host's security arrangements.	Risk is low - current provision adequate.
website mes	Contract	Electronic	provider	information	on nosting provider's c	iata centre security and	redundancy available	on their website	152	nosting provider	L	web nost's security arrangements.	provision adequate.

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										Loss/theft of Clerk's		Laptop is password protected and	
				Clerk laptop,						laptop or external		encrypted. External hard drive is kept at the	
				external hard						hard drive		Clerk's home in a locked cupboard.	
Minutes from other government bodies, e.g. EALC			Clerk, Chairman,	drive, paper						Loss/theft of		Councillors to take all reasonable	Risk is low - current
CALC, Cumbria County Council, Eden District Coun	cil Public task	Electronic/paper	Councillors	records	Indefinitely	NA	NA	NA	YES	councillor's property	L	precautions with parish council data.	provision adequate.