Ainstable Parish Council

Data in public Data NOT in public domain

Data Register September 2022

				Storage & Disposal			Rev	view				Risk Assessment of Data Breach	
									Data in				
	Legal Basis for								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	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					
						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	
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
Councillor's contact details			Parish Council's	Name and address	details of councillors w	ho are signatories to th	ne parish council's bank	k accounts are held by				Ainstable Parish Council is satisfied by its	Risk is low - current
	Public task	Electronic/Paper	Banks	the council's banke	rs, as well as copies of	identification documer	its councillors have bee	en asked to provide.	NO	Data loss by bank	L	bank's security arrangements.	provision adequate
				Details of incoming	outgoing councillors a	re provided to Eden Di	strict Council as and wh	hen 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	As a minimum, this	would be every four ye	ears after an election.			YES	District Council	L	domain anyway.	provision adequate
				Ainstable Parish Co	uncil is the Trustee of A	Ainstable Millennium G	reen Trust. Name and	address details of					
				councillors are ther	efore provided to the 0	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	annually.					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		Chairman to take all resonable precautions	provision adequate
					1	1.040000	,	1-1-0-0-1			-		
			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		CPSL's security arrangements.	provision adequate
			Parish Council's		30,000		-,				-		
			partners and										
			suppliers, including,										
			but not limited to:										
			CALC; insurers;										
			bench suppliers;										
			playground										
			equipment suppliers;	Ainstable Davich	Council will role on our	nliare ta camplu with i	GDPR themselves in res	nest of stores and					
			stationery suppliers;							Data lasa bu asatasa		This is continued and also dead to be able to bits	Diele le lever evenent
Cladde and the details			maintenance	disposal of this d		-	ming Clerk will be resp	ionsible for updating	YES	Data loss by partners and suppliers		This is unlikely and the data is in the public	
Clerk's contact details	C	10.0										domain anyway.	provision adequate.
	Contract	NA	contractors			uppliers in a timely mai	liler.	Internetian ha	1.23		-	to a to the second and the second an	p
	Contract	NA	contractors		51		mer.	New files to be	1.25	Loss/theft of Clerk's		Laptop is password protected and	
				Clerk laptop,		Deletion of out of		requested from EDC		Loss/theft of Clerk's laptop or external		encrypted. External hard drive is kept at the	Risk is low - current
Register of Electors	Contract Public task	NA Electronic	contractors	Clerk laptop, external hard drive		Deletion of out of date files	Annually		YES	Loss/theft of Clerk's	L		
						Deletion of out of date files After 7 years,		requested from EDC		Loss/theft of Clerk's laptop or external	L	encrypted. External hard drive is kept at the	Risk is low - current
					Indefinitely	Deletion of out of date files After 7 years, financial records to		requested from EDC annually.		Loss/theft of Clerk's laptop or external	L	encrypted. External hard drive is kept at the	Risk is low - current
				external hard drive	Indefinitely  Contact details -	Deletion of out of date files After 7 years, financial records to be shredded.		requested from EDC annually.		Loss/theft of Clerk's laptop or external	L	encrypted. External hard drive is kept at the	Risk is low - current
				external hard drive	Indefinitely  Contact details - Indefinitely	Deletion of out of date files After 7 years, financial records to be shredded. Electronic copies of		requested from EDC annually.  Clerk to cross check address details held		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.	Risk is low - current
Register of Electors				external hard drive  Clerk laptop, external hard	Indefinitely  Contact details - Indefinitely Invoices and other	Deletion of out of date files After 7 years, financial records to be shredded. Electronic copies of supplier contact		requested from EDC annually.  Clerk to cross check address details held against those on any		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	Risk is low - current provision adequate
				external hard drive	Indefinitely  Contact details - Indefinitely	Deletion of out of date files After 7 years, financial records to be shredded. Electronic copies of		requested from EDC annually.  Clerk to cross check address details held	YES	Loss/theft of Clerk's laptop or external hard drive Loss/theft of Clerk's laptop or external	L	encrypted. External hard drive is kept at the Clerk's home in a locked cupboard.	Risk is low - current provision adequate
Register of Electors				clerk laptop, external hard drive, accounting records	Indefinitely  Contact details - Indefinitely Invoices and other	Deletion of out of date files After 7 years, financial records to be shredded. Electronic copies of supplier contact		requested from EDC annually.  Clerk to cross check address details held against those on any financial document		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	Risk is low - current provision adequate
Register of Electors  Suppliers names & addresses, where supplier is a sole	Public task	Electronic	Clerk	external hard drive  Clerk laptop, external hard drive, accounting	Indefinitely  Contact details - Indefinitely Invoices and other financial records - 7	Deletion of out of date files After 7 years, financial records to be shredded. Electronic copies of supplier contact details could be	Annually	requested from EDC annually.  Clerk to cross check address details held against those on any financial document	YES	Loss/theft of Clerk's laptop or external hard drive Loss/theft of Clerk's laptop or external	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	Risk is low - current provision adequate.
Register of Electors  Suppliers names & addresses, where supplier is a sole	Public task	Electronic	Clerk	clerk laptop, external hard drive, accounting records	Indefinitely  Contact details - Indefinitely Invoices and other financial records - 7	Deletion of out of date files After 7 years, financial records to be shredded. Electronic copies of supplier contact details could be	Annually	requested from EDC annually.  Clerk to cross check address details held against those on any financial document	YES	Loss/theft of Clerk's laptop or external hard drive Loss/theft of Clerk's laptop or external	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	Risk is low - current provision adequate.
Register of Electors  Suppliers names & addresses, where supplier is a sole	Public task	Electronic	Clerk	external hard drive  Clerk laptop, external hard drive, accounting records  Clerk laptop,	Indefinitely  Contact details - Indefinitely Invoices and other financial records - 7	Deletion of out of date files After 7 years, financial records to be shredded. Electronic copies of supplier contact details could be deleted on request.	Annually	requested from EDC annually.  Clerk to cross check address details held against those on any financial document	YES	Loss/theft of Clerk's laptop or external hard drive Loss/theft of Clerk's laptop or external	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	Risk is low - current provision adequate.
Register of Electors  Suppliers names & addresses, where supplier is a sole	Public task	Electronic	Clerk	external hard drive  Clerk laptop, external hard drive, accounting records Clerk laptop, external hard	Indefinitely  Contact details - Indefinitely Invoices and other financial records - 7	Deletion of out of date files After 7 years, financial records to be shredded. Electronic copies of supplier contact details could be deleted on request. NA - the parish	Annually	requested from EDC annually.  Clerk to cross check address details held against those on any financial document	YES	Loss/theft of Clerk's 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 encrypted. External hard drive is kept at the Clerk's home in a locked cupboard.	Risk is low - current provision adequate.  Risk is low - current provision adequate.

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Data Register September 2022			T	T	Storage & Disposa		Res	view				Risk Assessment of Data Breach	
					Storage & Disposa		, inc.	1	Data in		T	Nisk Assessment of Data Breach	
	Legal Basis for								public				Review/Assess/Revi
Data type	Processing	Document type	Held by	Storage location	Duration of storage		Frequency of review	Method of review	domain?	Risk(s) Identified	H/M/L	Management/Control of Risk	se
						Paper records are							
						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	
_		e		drive, accounting		parish council for	. "	signing of the annual		laptop or external	1.	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.
						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	Risk is low - current
Correspondence	Consent	Electronic/paper	Clerk	drive.	Indefinitely	upon request.	NA	NA	NO	hard drive	l <sub>L</sub>	Clerk's home in a locked cupboard.	provision adequate.
									110		1	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.	
				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	for historical usage.	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 dat	protection policy is he	eld by the parish counci	il	NO	Heartbest Trust.	L	arrangements.	provision adequate.
								Guardians to notify					
								Clerk & CHT promptl	У				
								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	1.	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,	F	Clastical Class				1 (4) (4 ( 6) ( 1 )		I to -	
				external hard	For as long as	Electronic files to be				Loss/theft of Clerk's		Laptop is password protected and	Diele ie Iero
		e		drive, paper	relevant for the	deleted and paper				laptop or external	1.	encrypted. External hard drive is kept at the	
Surveys of residents	Consent	Electronic/paper	Clerk	records	subject matter.	files shredded.	NA	NA	NO	hard drive Deliberate retention	L	Clerk's home in a locked cupboard.	provision adequate.
										of data by internal			
										auditor		Internal auditor is a reputable pares	
										Loss/theft of paper		Internal auditor is a reputable person 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	Δα	al financial records are	shared with, but not r	etained by the internal	Lauditor	YES	auditor's premises	1	precautions with parish council records.	provision adequate.
r manciai r ecurus	PUDIIC LASK	гареі	internal additor	Annu	ai illialiciai records are	snared with, but not r	etameu by, the interna	auuitui.	IES	auditor's premises	-	Ainstable Parish Council is satisfied by its	Risk is low - current
Financial records	Public task	Electronic/paper	Banks	Einanaia	Linformation includin	g bank account details,	hold by the parish says	neil's banks	YES	Data loss by bank		bank's security arrangements.	provision adequate.
i manciai records	rubiic task	Liecti Offic/paper	Website hosting	riliancia	i imormation, includin	g bank account details,	neid by the parish cou	iicii 5 Ddiiks.	ILJ	Data loss by balk  Data loss by web	-	Ainstable Parish Council is satisfied by its	Risk is low - current
Website files	Contract	Electronic	provider	Information	on hosting providerle	lata centre security and	rodundancy available	on their website	YES	hosting provider		web host's security arrangements.	provision adequate.
AACDSITC IIICS	Contract	Lietti Onit	provider	mormation	on nosung providers o	iata centre security and	redulidancy available	on their website	IES	mosting provider	L.	web noses security arrangements.	Thi ovision adequate.

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					Storage & Disposal			Review			Risk Assessment of Data Breach			
										Data in				
	Le	egal Basis for								public				Review/Assess/Revi
Data type	Pr	rocessing	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
											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 Dist	strict Council Pu	ublic task	Electronic/paper	Councillors	records	Indefinitely	NA	NA	NA	YES	councillor's property	L	precautions with parish council data.	provision adequate.