

GDPR - ASSESSMENT OF PERSONAL DATA HELD BY BREDFIELD PARISH COUNCIL

Type of data	Why collected	Origin	Who shared with	Consent obtained	How protected
Electoral Roll	Council use only – details of names & addresses of electorate	East Suffolk Council	Clerk	Not required; public document	Digital copy stored securely on password protected PC.
E-mails	Queries or complaints from residents Information from organisations	Residents Outside organisations District / County Councillors	Clerk and Councillors	Not required	Stored on recipient's device. Devices are password protected; Devices have anti-virus software
Letters & correspondence	Queries or complaints from residents Information from organisations	Residents Outside organisations District / County Councillors	Clerk and Councillors	Not required	Kept by Clerk and destroyed iaw Data Retention Policy
Names, addresses, telephone numbers of Councillors	For information of residents	Councillors	Public	Yes	Not required
Clerk's employment details	For contract of employment	Clerk	Clerk and Councillors	Yes	Hard copy held by Clerk; digital copy held by Clerk and Chair
Planning applications	To enable Council to respond as a Statutory Consultee	East Suffolk Council	Clerk and Councillors	Not required; public document	No copies kept
CIL grant applications	To apply for CIL grant funding	Village organisations	Clerk and Councillors	Not required; public organisations	Stored on Clerk's device; password protected
E-mail addresses	To allow response to queries and complaints	Residents	Clerk and Councillors		Stored on Clerk's device; password protected

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Downloads	For information to allow Council to better carry out its role	Various	Clerk		Stored on Clerk's device; password protected
Pay and PAYE information	To enable Council to fulfil role as employer	SALC	Clerk and Councillors		Stored on Clerk's device; password protected
Suppliers' details	To allow Council to carry out its role	Various	Clerk and Councillors		Stored on Clerk's device; password protected
Agenda and Minutes	Sharing of information about Council's activities to comply with legal obligations and the Transparency Code	Clerk	Clerk; Councillors via E-mail; Public via website and noticeboards	Not required	Not required - no personal info normally contained
Accounts and Financial transactions	To allow Council to carry out its role	Clerk	Clerk; Councillors via E-mail; Public via website and noticeboards	Not required	Stored on Clerk's device; password protected