Sealand Community Council
Information Asset Register

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data				3. Consent	4. Sharing Personal Data	5. Our internal processes				
To whom does it relate?	**What Data is it?**	**Including Sensitive Data?**	**What is it for?**	**Why do we have it?**	**Are we legally obliged to hold this data? NOTE: If we are legally obliged to hold it, no consent is needed.**	**Have we got a contract or privacy notice relating to the data subject?**	**If we have a contract with the data subject, does it demonstrate all necessary consents?**	**With whom do we share this data?**	**Who is responsible for keeping this data?**	**How often is it checked?**	**How long do we keep it?**	**Where is it held?**	**Protection?**
Staff													
	Contract	Yes	HR	It is a contract	No	Contract	Yes	External Professional Adviser- NO	Clerk	On appointment and on review	Duration of Employment plus 6 years	Desktop PC/ External Hard Drive/ Hard Copy	Password/ Lock & key
Councillors													
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Desktop PC/ External Hard Drive/ Hard Copy	Password/ Lock & key
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Desktop PC/ External Hard Drive/ Hard Copy	Password/ Lock & key
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Desktop PC/ External Hard Drive/ Hard Copy	Password/ Lock & key
Contractors /Suppliers where we hold personal data of a natural person (not the data of a limited company or of another council)													
	Contact details	No	Business	Contact	No	Contract	Yes		Clerk	When Appointed	See document Retention Policy	Desktop PC/ External Hard Drive/ Hard Copy	Password/ Lock & key
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Desktop PC/ External Hard Drive/ Hard Copy	Password/ Lock & key
Residents													
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	Clerk	On receipt	1 Year	Desktop PC/ External Hard Drive/ Hard Copy	Password/ Lock & key
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Desktop PC/ External Hard Drive/ Hard Copy	Password/ Lock & key
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	2 years	Desktop PC/ External Hard Drive/ Hard Copy	Password/ Lock & key
	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Desktop PC/ External Hard Drive/ Hard Copy	Password/ Lock & key
Community Organisations													
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See document Retention Policy	Desktop PC/ External Hard Drive/ Hard Copy	Password/ Lock & key
	Grant Requests	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	See document Retention Policy	Desktop PC/ External Hard Drive/ Hard Copy	Password/ Lock & key
Planning													
	Planning Applications	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Clerk	On receipt	1 year	Desktop PC/ External Hard Drive/ Hard Copy	None required
General Contacts													
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	Clerk	On raising	See document Retention Policy	Desktop PC/ External Hard Drive/ Hard Copy	Password/ Lock & key

PR - 21st April 2018

Council Profile	**Small Community Council**
	Councillors 13
	Staff 1 Clerk Part time
	Electorate 2150
	Precept 2018/2019 £57,000