

Sealand Community Council
Information Asset Register 2018

Data collection & data processing						
Type	Purpose	Used for	Host	Storage	Transported / transferred	Released / shared with
Councillors and Clerk personal contact details e.g. email address, home address, emergency contact details	Contact Details	Communicating council business – distributing agenda and minutes	Clerk's PC, laptop and Council web site	Clerk's PC, laptop and external hard drive Web site - JOLORA	N/A	Public Domain
Details of invoices for services charged to council.	Contact details and in some cases bank details	Payment of services provided by Council	Clerk's PC and laptop.	Clerk's PC, laptop and external hard drive	N/A	Internal Auditor
Details of organisations who have submitted grant requests to council	Contact details and in some cases bank details	Payment of grants	Clerk's PC and laptop.	Clerk's PC, laptop and external hard drive	N/A	Internal Auditor

Peter Richmond

Clerk and Financial Officer

Data Protection Officer

PR – 23rd February 2018