

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, laptop and Council web site | Clerk's PC, laptop and external hard drive | N/A | None |
| Details of organisations who have submitted grant requests to council | Contact details and in some cases bank details | Payment of grants | Clerk's PC, laptop and Council web site | Clerk's PC, laptop and external hard drive | N/A | None |

Peter Richmond

Clerk and Financial Officer

Data Protection Officer

PR – 23rd February 2018