	egister												
	What Personal Data Do We Hold?			2. Lawful basis for l	2. Lawful basis for holding personal data		3. Consent	4. Sharing Personal Data			5. Our internal processes		
does 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.	contract or privacy notice relating to the data subject?	contract with the data	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?
										On appointment and	+	Laptop/ External Hard	
	Contract	Yes	HR	It is a contract	No	Contract	Yes	External Professional Adviser- NO	Clerk	on review	Duration of Employment plus 6 years	- F Fr	Password/ Lock & Key/Biometric Data Protection/XTS-AES Encryption/BadUSB Atta
	Contract	163	in.	it is a contract	110	Contract	163	LACCITION I TOTOGOTONIO I TOTo	Cicin	Uniterien	Duration of Employment place of 15555	Direct cop princy mana copy	1 33WOLD COR & REJ DIGITATIO DOLO 11 SCENSIA TO 180 STATE JUNE JUNE JUNE JUNE JUNE JUNE JUNE JUN
												Laptop/ External Hard	
	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	1 ' ''	Password/ Lock & Key/Biometric Data Protection/XTS-AES Encryption/BadUSB Atta
												Laptop/ External Hard	
	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		Password/ Lock & Key/Biometric Data Protection/XTS-AES Encryption/BadUSB Atta
					T				T			Laptop/ External Hard	
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Drive/USB Drive/ Hard Copy	Password/ Lock & Key/Biometric Data Protection/XTS-AES Encryption/BadUSB Atta
	rs where we hold personal data of a he data of a limited company or of another												
												Laptop/ External Hard	
	Contact details	No	Business	Contact	No	Contract	Yes		Clerk	When Appointed	See document Retention Policy		Password/ Lock & Key/Biometric Data Protection/XTS-AES Encryption/BadUSB Atta
												Laptop/ External Hard	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Drive/USB Drive/ Hard Copy	Password/ Lock & Key/Biometric Data Protection/XTS-AES Encryption/BadUSB Atta
								Public Document required by law, which v	40			Laptop/ External Hard	
	Electoral Register	No	Democracy	Domocracy	No	Not applicable	No contract	choose to hold.	Clerk	On receipt	1 Year	1 11	Password/ Lock & Key/Biometric Data Protection/XTS-AES Encryption/BadUSB Atta
	Liectoral negister	INU	Democracy	Democracy	NO	ivot applicable	INO COILLIACE	External Professional Advisers, MPs,	CIEIK	Оптесенр	1 (0)	Laptop/ External Hard	rassword/ Lock & Rey/ biometric Data Protection/ X13-AL3 Encryption/ Data038 Atta
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	principal councils.	Clerk	On receipt	1 year	1 ' ''	Password/ Lock & Key/Biometric Data Protection/XTS-AES Encryption/BadUSB Atta
								,,			- 1	Laptop/ External Hard	
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	2 years	1 11	Password/ Lock & Key/Biometric Data Protection/XTS-AES Encryption/BadUSB Atta
								External Professional Advisers, MPs,				Laptop/ External Hard	
	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	principal councils.	Clerk	On receipt	1 year	Drive/USB Drive/ Hard Copy	Password/ Lock & Key/Biometric Data Protection/XTS-AES Encryption/BadUSB Atta
1													
ns													
	Farail Addresses	N-	Dames	Contract	N.	Deliver at No. 17	No sestimat	Nahadi iidha daasi ii	Clark	0	Con decrees Date of the Dalle	Laptop/ External Hard	Description of the Artifician state Data Description for the Committee of the Artifician state of the
	Email Addresses	INO	Democracy	Contact	INO	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See document Retention Policy		Password/ Lock & Key/Biometric Data Protection/XTS-AES Encryption/BadUSB Atta
	Grant Requests	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	See document Retention Policy	Laptop/ External Hard	Password/ Lock & Key/Biometric Data Protection/XTS-AES Encryption/BadUSB Atta
	Orani Nequesis	i ciliahs	Democracy	JCI VICE TO COMMINICAL	INU	I IIVacy NOUCE	INO COILLIALL	Executal Froressional Advisers	GGIN	On receipt	See document netention rolley	prive/03b prive/ natu copy	i assirar even a negrolomente data riotection/xi s AES encryption/bduosb Atta
					1								
				We are consulted on				Our objection or approval is a public				Laptop/ External Hard	
	Planning Applications	No	Democracy	applications	Yes	Public Document	No contract	document	Clerk	On receipt	1 year	Drive/USB Drive/ Hard Copy	None required
ntacts													
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	Clerk	On raising	See document Retention Policy	Laptop/ External Hard Drive/USB Drive/ Hard Copy	Password/ Lock & Key/Biometric Data Protection/XTS-AES Encryption/BadUSB Atta
eptember	2024												
	Small Community Council												
	Councillors 13 max												
	Staff 1 Clerk Part time												
	Electorate 2538 - December 2022												
	Precept 2024/25 £64,000												