

HASKETON PARISH COUNCIL

DATA PROTECTION IMPACT STATEMENT

ITEM	TYPE	SOURCE	SHARED WITH WHO?	WHAT IS DONE WITH IT	REASON FOR HOLDING	RETAIN/ DISCARD	ADDITIONAL NOTES
HPC monthly news report	Word Document paper	Produced by Clerk	Public	Published in Parish Magazine	5	Retain	Retained for record and reference purposes
Correspondence	emails	Current (from 2016 – current Clerk only)	Clerk only access	Completed or ongoing items	2;4;5;6	Retain	Review regularly (at least 6 monthly)
Ditto	Paper	Historic (passed from previous Clerks)	Clerk and PCllrs only	Stored in HPC Office or secure HPC Filing cabinet	2;3	Retain	Subject to ongoing Review process to rationalise retained documents
Address book	Electronic/ paper	Current and passed from previous Clerk	Clerk only access	For contact purposes for legitimate PC business only	2;3;5;	Retain	Reviewed regularly updated as and when required
Planning Applications	Paper	SCDC	Public has access at PC mtgs (details also on SCDC Planning portal)	To assist PC decision making process	5	Discard after 12 months	All documents are available for public inspection on SCDC planning Portal
Staff details	Paper /Electronic	Employee/HRMC/Chairman/SALC payroll	Clerk has control (shared with Chairman/SALC payroll/HRMC)	Employee performance assessment/payroll	1;2	Current Clerk Retained	Retained for 7 yrs for HRMC purposes.
Electoral Roll	Electronic	SCDC	Clerk only access	Reference use only	5;6	Retain	Current version only retained Discarded when

Information							
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Legitimate Reasons for retaining Data under Act:

1. Consent of the Data Subject
2. Necessary for the performance of a contract
3. Necessary for compliance with a legal obligation
4. Necessary to protect vital interests of a data subject or other
5. Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
6. Necessary for the purposes of legitimate interests pursued by the controller (except where overridden)

Completed by David Keeble, Hasketon Parish Clerk.

Signed..... Hasketon Parish Council Chairman. Date.....