

GDPR Assessment of Personal Data Held

Type of Data	Why is it Collected	Where it comes from	Who it is shared with	Consent obtained	How it is protected
Electoral Roll	For Council use only. Details of names and addresses of electorate.	Cornwall Council	Clerk and councillors for PC business	Not required	Digital copy stored securely on PC Laptop
Letters from residents	Queries or complaints from residents	Residents	Clerk and Councillors		Stored in clerk's home and archived to Community Centre then destroyed as per document retention policy
Emails from residents	Queries or complaints from residents	Residents	Clerk and councillors. Emails either direct to clerk or Councillor. Emails to PC and from website are forwarded to Clerk		Stored on PC Laptop.
Contact names, address and telephone numbers of councillors.	To share the information with residents	Councillors	Public	From Councillors	Not required. Email addresses on PC website are obscured to prevent harvesting.
Clerk's employment details	For contract of employment	Clerk	Clerk and Councillors		Hard copy stored in clerk's home and digital copy on PC shared drive. Password protected.
Job applications, CV's	To appoint new staff	Applicants	Clerk and Councillors	Applicant	Held either electronically or hard copy retained by clerk on PC Laptop or file copy

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					unsuccessful applicants' information destroyed after 12 months.
Complaints and reporting issues	To deal with complaints	None at present	Clerk and Councillors	Complainant	Stored in clerk's home and archived to Community Centre then destroyed as per document retention policy
Grant applications	To apply for grant funding	Various organisations	Clerk and Councillors	Not required as public organisations	Stored on PC laptop
Planning applications	To enable the Council to respond to planning application consultations	Cornwall Council	Clerk and Councillors		No copies stored by the PC.
Contracts with individuals and organisations	To carry out the Council's legal role e.g grass cutting	Individuals or organisations	Clerk and Councillors	contractor	Stored on PC laptop
Communications with third parties (County Councils, District Councils, Parish and Town Councils, HMRC, Charities, County Associations, SLCC, LCPAS, village organisations)	Sharing of information	Third party organisations	Clerk and Councillors	Not required as public organisations	N/A
Allotment holder details	To administer the allotments	Allotment holders	Clerk and Councillors	Not required	Stored on PC Laptop in clerk's home

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Email addresses	To communicate with residents in response to queries or complaints	Residents	Clerk and Councillors	Obtain consent and keep a copy of it	Stored on PC Laptop in clerk's home
IP address	To communicate with residents in response to queries or complaints	Residents	Clerk only	Cut and paste information into a new email to remove the IP address	Stored on PC laptop in clerk's home. Clerk no longer forwards on personal emails but saves them and sends them as an attachment or copies and pastes information from the email or make available to councillors via a password protected webpage as councillor meeting documents.
Purchase history	Purchases from suppliers	Companies	Clerk and Councillors	Not required as companies not covered by GDPR	
Downloads	For information to enable Council to carry out its role	Various	Clerk only		Stored on PC Laptop in clerk's home
Pay and PAYE information	To enable Council to carry out its role as an employer	Clerk	Clerk and Councillors	Not required as public organisations	Stored on PC Laptop in clerk's home
Financial information /history	To enable Council to carry out its role	Various	Clerk and Councillors	Not required as public organisations	Stored on PC Laptop in clerk's home

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Supplier contracts	To enable Council to carry out its role	Various	Clerk and Councillors	Not required as companies not covered by GDPR	
Website	Sharing of information to enable council to carry out its role and comply with the transparency code	Various	Everyone	Yes if information about a member of public is published on the website, but no information is published at present	Private areas of website only open to Councillors and clerk are password protected.
Agendas and minutes	Sharing of information about Council's activities to comply with it legal obligations and the Transparency Code	Produced by the clerk	Councillors and residents via noticeboards and website	No personal information is included in the agendas or minutes	Not Required
Contacts register	Sharing of information amongst Councillors	Clerk and Councillors	Clerk and Councillors	Not required as public organisations	Stored on PC Laptop in clerk's home