

| What data is held?                  | Why is the data held?                                       | Who is the data shared with and why?                                                        | How long is the data held for?                        | What measures are in place to protect the data                                                  | What needs to be improved?                                                 | Risk Level |
|-------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------|
|                                     |                                                             |                                                                                             |                                                       |                                                                                                 |                                                                            |            |
| <b>Councillors</b>                  |                                                             |                                                                                             |                                                       |                                                                                                 |                                                                            |            |
| Name & contact information          | Public accessibility                                        | On the website                                                                              | For term of office held                               | Address no longer published on the website                                                      | Is there any historic data that is held that needs to be deleted?          | Low        |
| Register of interests               | Required to be provided under legislation                   | Published to the Parish Council website and shared with Somerset Council                    | For the duration of their appointment as a councillor | Documents are published via a PDF format                                                        | Is there any historic data that is held that needs to be deleted?          | Low        |
| Declaration of Acceptance of Office | Required to be provided under legislation                   | Published to the Parish Council website and shared with Somerset Council                    | For the duration of their appointment as a councillor | Documents are published via a PDF format                                                        | Is there any historic data that is held that needs to be deleted?          | Low        |
| Training and development records    | To record what training and development has been undertaken | Only used for clerk & councillor reference                                                  | For the duration of their appointment as a councillor | Data is held on main parish council laptop & cloud storage both of which are password protected | Is there any historic data that is held that needs to be deleted?          | Low        |
| Email messages                      | To enable internal and external communication               | Clerk, councillors and external contacts and made public via agenda and minutes of meetings | Until the matter is resolved/closed                   | Data is held on main parish council laptop & cloud storage both of which are password protected | How do we ensure that councillors are deleting data from personal devices? | Low        |
| <b>Contractors &amp; Suppliers</b>  |                                                             |                                                                                             |                                                       |                                                                                                 |                                                                            |            |
| Name, address, contact information  | To enable communication                                     | Selected data shared to councillors and made public via agendas and minutes of meetings     | Kept for reference for future work.                   | Data is held on main parish council laptop & cloud storage both of which are password protected | N/A                                                                        | Low        |

|                                    |                                                         |                                                                   |                                                 |                                                                                                 |                                    |     |
|------------------------------------|---------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------|-----|
| Invoices, estimates and quotations | To enable payments for the supply of goods and services | Shared with HMRC for the purposes of VAT claims                   | 6 years in line with Document Management Policy | Stored in a locked filing cabinet                                                               | N/A                                | Low |
| Banking information                | To enable payment                                       | Shared with bank account                                          | Annual refresh of payees                        | Bank account accessed using passwords and card reader                                           | Formalise annual refresh of payees | Low |
| <b>Members of the public</b>       |                                                         |                                                                   |                                                 |                                                                                                 |                                    |     |
| Emails                             | To enable communication                                 | Shared if relevant to agendas and minutes with individual consent | Kept for reference for future contact           | Data is held on main parish council laptop which is password protected                          | N/A                                | Low |
| <b>Grant Applicants</b>            |                                                         |                                                                   |                                                 |                                                                                                 |                                    |     |
| Name, email & bank details         | Process grant application                               | Shared with Grant Working Group                                   | 6 years in line with Document Management Policy | Data is held on main parish council laptop & cloud storage both of which are password protected | N/A                                | Low |
| <b>Allotments</b>                  |                                                         |                                                                   |                                                 |                                                                                                 |                                    |     |
| Details of allotment tenants       | Contact details for tenancy agreements                  | N/A                                                               | For the length of the tenancy                   | Data is held on main parish council laptop & cloud storage both of which are password protected | N/A                                | Low |
| <b>Geoff Hewett Pavilion</b>       |                                                         |                                                                   |                                                 |                                                                                                 |                                    |     |
| Details of regular hirers          | Filing of hirer risk assessments & insurance details    | N/A                                                               | As long as a regular hirer                      | Data is held on main parish council laptop & cloud storage both of which are password protected | To ensure historic data is cleared | Low |