

# Data Protection Impact Assessment – Bucklesham Parish Council

Item	Type	Where did it come from?	Who do we share it with?	What do we do with it?	Legitimate reason for retaining*	Keep / Discard	Additional Notes
<b>Bucklesham Parish Council Directory</b>	Word Document	Produced by Clerk	Only with Councillors	Use it to contact relevant villages and contractors	5	Keep	Only used by Clerk and Councillors with strict guidelines that details are not to be passed on without prior consent
<b>E-Mail Folders</b>	E-Mail	Passed form previous Clerk and expanded upon	Only Clerk has access	Refer to items completed or ongoing	2, 4, 5 and/or 6	Keep	Annual review carried out
<b>Paperwork in Filing Cabinet</b>	Paper	Passed form previous Clerk and expanded upon	Only Clerk and Councillors have access	Storage of documents required to be kept legally	3	Keep	Annual review carried out Storage reduced by half following initial review
<b>E-Mail address book</b>	E-Mail	Passed from previous Clerk and expanded upon	Only Clerk has access	Contact residents, other authorities and contractors for Council business only	5	Keep	Annual review carried out
<b>Planning Applications</b>	Paper	ESC	On view at public meetings	Assess potential development	5	Discard	All electronic details stored on ESC Planning Portal with public access Papers returned to original applicant or destroyed (by incineration)
<b>Employees details (appraisals, application details, personal details, etc.)</b>	Paper and Electronic	Employee	Only Clerk has access	Clerk's details used to assess performance and reward	2	Keep and Discard	All details of previous Clerks incinerated Current Clerk's appraisals held by Clerk electronically and by Personnel Councillors
<b>Electoral Role (Full)</b>	Electronic	ESC	Only Clerk has access	Used for Reference only	5	Keep and Discard	All old versions discarded Only current version retained
<b>Complaints</b>	Electronic	Complainant	Clerk and Councillors	Used for Reference only	3	Discard	Details discarded once complaint resolved

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<b>Laptop Back-up</b>	Electronic (data stored in OneDrive)	Laptop	Clerk Cllrs Gardner, Lenton and Seagroatt	Store	5	Keep	All data constantly backed up to Cloud (OneDrive) and 3 hard drives for Councillors stored away from Clerk's address
<b>Agendas and Minutes</b>	Electronic and Hard Copy	Produced by Clerk	Everyone	Minutes stored as hard copy and electronic copy in perpetuity Agendas stored for 5 years (electronically)	3 and 5	Keep and Discard	Keep all minutes (those hard copies over 5 years old to be stored in Suffolk Records Office) Delete agendas over 5 years old
<b>Website</b>	Electronic	Clerk only	Everyone	Sharing of information to enable council to carry out its role and comply with the transparency code	3 and 5	Keep	Content reviewed and updated regularly
<b>Information relating to Children</b>	None at present	None	N/A	N/A	4	N/A	Where views of children are captured in the future this must be in line with the Safeguarding and People At Risk Of Harm Policy and all data must be destroyed once the project is complete
<b>Details of Grants to Village Organisations</b>	Electronic and Hard Copy	Various Village organisations	Councillors only	Assess request for annual grant	5	Keep and Discard	Keep only 3 years' worth and then destroy

\* Legitimate reasons for retaining personal data:

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 purpose of legitimate interests pursued by the controller (except where overridden)

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Adopted by the Parish Council at a meeting on: *11<sup>th</sup> March 2026*

Signed:

*Ruth Johnson*

*Clive Lenton*

Ruth Johnson  
Clerk

Clive Lenton  
Chair

## Version Control

Date	Details	Next Review
<b>2<sup>nd</sup> March 2022</b>	First Publication	September 2022
<b>September 2023</b>	Review	September 2027
<b>March 2026</b>	Review	September 2027