

Ugborough Parish Council
Data Protection Impact Assessment
May 2018

Category	Details	Personal or Special Personal	Data Subjects	Purpose	Where stored/processed	Shared externally (Whom)	How long kept
Local groups	Name, address	Personal	Group contacts (volunteers)	To liaise with groups	<ul style="list-style-type: none"> • Computer • Website 	Public	6+ months
Burial ground	Name, address	Personal	Next of Kin	Burial ground records	<ul style="list-style-type: none"> • Computer • Paper docs 	Funeral directors	6+ months
Contractors	Name, address, bank details	Personal	Business owners	Order/pay for work	<ul style="list-style-type: none"> • Computer • Paper docs 	No	6+ months
Newsletter circulation	Email addresses	Personal	Parishioners	Spread information	<ul style="list-style-type: none"> • Computer • Email account 	No	6+ months
Planning applications	Name, address	Personal	Planning applicants	Information on agenda/minutes	<ul style="list-style-type: none"> • Computer • Website • Paper docs 	Public	6+ months
Councillors	Name, address	Personal	Parish Councillors	Legal requirement	<ul style="list-style-type: none"> • Computer • Website 	Public	6+ months
Electoral representatives	Name, address	Personal	District/ County Councillors DNPA Members MPs	Spread information	<ul style="list-style-type: none"> • Computer • Website 	Public	6+ months