

## Holbeton Parish Council

Data Protection Impact Assessment - Revised February 2021 - minute ref, 171/20

Category	Details	Personal or Special	Data Subjects	Purpose	Where stored/processed	Shared externally (Whom)	How long kept
Local groups	Names, emails and postal address	Personal	Group contacts	To communicate with groups	Computer Hard copies Website	Public	6+ months
Contractors	Names, emails and postal address	Personal	Business	To communicate with business representatives	Computer Paper Website	Public	6+ months
Planning Applications	Names, emails and postal address	Personal	Planning applicants	Agenda and minutes items	Computer Website	Public	6+ months
Parish Councillors	Names, emails and postal address	Personal	Parish Councillors	Legal requirement	Computer Website Paper	Public	6+ months
Electoral representatives	Names, emails and postal address	Personal	County, District, MPs	Disseminate information	Computer Website	Public	6+ months
Hire of Reading Rooms	Names, telephone contacts, emails and postal address	Personal	Hirer	Hiring information to book the rooms, to produce invoices and receipts	Computer Paper	Public	6+ months
Allotments	Names, telephone contacts, emails and postal address	Personal	Rent for allotment	Correspondence in connection with the rent of allotment	Computer Paper	Public	6+ months
Parish Surveys	Names, telephone contacts, emails and postal address	Personal	Survey subjects	To allow communication back to individual subjects	Computer Paper	Public	6+ months