

Bramber Parish Council Data Mapping / Risk Assessment

Description	Why data is held and what it is used for	Held by who and who can access
Electoral Register	Reference for names and addresses in case contact required.	Clerk only
Councillor details	Council business	Clerk only
Employee details	Council business	Clerk and Councillors only
Email contact details for members of the public	Council business	Clerk and Councillors too if requested by member of the public
Email contact details for vulnerable members of the public	Council business	Clerk and Councillors only

Basis for processing	Security
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Legitimate interest

Paper copy, locked room.

Business use

Paper copy, locked room.

Business use

Paper copy - locked room. Info held on laptop which is password protected.

Business use

Access via a laptop which is password protected. Email account also password protected.

Business use

Paper copy - locked room. Info held on laptop which is password protected.

Retention Period	Consent?	Shared?
Updated annually. Old copies destroyed.	HDC has obtained consent	No
Old copies destroyed	Councillor gives consent when details provided	No
Old copies destroyed	Employee gives consent when details provided	Only with payroll provider
Out of date emails deleted.	Email contact provided by member of the public.	No
Old copies destroyed	Email contact provided by member of the public.	Only in the event of an emergency when emergency assistance for the vulnerable member of public may be required.

Covered by Privacy Notice?	What would constitute a data breach?
No	Theft / employee viewing for their own benefit / accidental publication
Yes	Theft / employee viewing for their own benefit / accidental publication
Yes	Theft / employee or Councillors viewing for their own benefit / accidental publication
Yes	Employee or Councillors viewing for their own benefit / accidental publication
Yes	Employee or Councillors viewing for their own benefit / accidental publication