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 date	What needs to be improved?	Risk Level
Councillors						
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
Contractors & Suppliers						
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
Members of the public						
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
Grant Applicants						
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
Allotments						
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
Geoff Hewett Pavilion						
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