

Ermington Parish Council

Data Protection Impact Assessment – October 2021

Category	Details	Personal or Special	Data Subjects	Purpose	Where stored/processed	Shared externally (Whom)	How long kept
Local groups	Names, emails, telephone contacts and postal address	Personal	Group contacts	To communicate with groups	Computer Back up USB Hard copies Website	Public	6+ months
Contractors	Names, emails, telephone contacts and postal address	Personal	Business	To communicate with business representatives	Computer Back up USB Paper Website	Public	6+ months
Parish Councillors	Names, emails and postal address	Personal	Parish Councillors	Legal requirement	Computer Back up USB Website Paper	Public	6+ months
Electoral representatives	Names and postal address	Personal	County, District, MPs	Disseminate information	Computer Back up USB 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 Back up USB	Public	6+ months