

Information Asset Register

General Information

Name of Asset	Opinion Surveys
Description of Asset	Survey for Neighbourhood Plan
Name of Data Controller	St Just Town Council
List of data to be processed	Survey
Category of Data	Names, addresses, telephone numbers and e-mail addresses, age group, male or female, work status
Date created	Various
Review date	Various
Personal data?	Yes
Reasons for processing data	To assist in preparation of Neighbourhood Plan
Sensitive personal data?	No
Reasons for processing sensitive personal data?	N/A
Volume of data	Survey
Who has access to the data?	Neighbourhood Plan Steering Group, Councillors.
Internally	Neighbourhood Plan Steering Group, Councillors.
Externally	Not share with any sensitive data.
Where is the data stored?	Paper, in archive box kept by Neighbourhood Plan Steering Group in a locked filing cabinet.
Retention	
How long will the data be stored for?	As long as necessary
How is data disposed of at the end of the retention period?	Shredded, or sent for confidential destruction
Data sharing	
Is the information shared?	Not shared now
How?	N/A
Internally	N/A
Externally	N/A
Transferred to third countries?	No
Name of asset owner	Neighbourhood Plan Steering Group
Name of delegate	N/A
Data processor	Neighbourhood Plan Steering Group