

Information Asset Register

General Information

Name of Asset	Sundry correspondence on various Council matters
Description of Asset	Correspondence
Name of Data Controller	St Just Town Council
List of data to be processed	Correspondence
Category of Data	Names, addresses, telephone numbers and e-mail addresses
Date created	Various
Review date	Various
Personal data?	Yes
Reasons for processing data	To send reports to Councillors
Sensitive personal data?	No
Reasons for processing sensitive personal data?	N/A
Volume of data	Correspondence
Who has access to the data?	Clerk, and where necessary, councillors
Internally	Clerk, and where necessary, councillors
Externally	No
Where is the data stored?	Paper, in filing cabinet in clerk's office at home. Also, on external hard laptop in clerk's office at home.
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?	With Councillors
How?	By e-mail
Internally	By e-mail
Externally	N/A
Transferred to third countries?	No
Name of asset owner	St Just Town Council
Name of delegate	N/A
Data processor	St Just Town Council