

## Information Asset Register

### General Information

Name of Asset	Close Cemetery and Plain-an-Gwarry (Ancient Monument) correspondence
Description of Assets	Close Church Yard and Ancient Monument
Name of Data Controller	St Just Town Council
List of data to be processed	Letters /emails
Category of Data	Personal details
Date created	Various
Review date	Various
Personal data?	Yes
Reasons for processing data	Deeds and reply to correspondence
Sensitive personal data?	No
Reasons for processing sensitive personal data?	N/A
Volume of data	Letters and Deeds
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, or in ring-binder, in clerk's office. Also, on external hard drive for laptop in clerk's office at home.
<b>Retention</b>	
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
<b>Data sharing</b>	
Is the information shared?	No
How?	N/A
Internally	N/A
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