

Information Asset Register

General Information

Name of Asset	Councillors Declarations of Interests forms
Description of Asset	Councillors details
Name of Data Controller	St Just Town Council
List of data to be processed	Declaration of Interests forms
Category of Data	Personal details
Date created	Various
Review date	Various
Personal data?	Yes
Reasons for processing data	To send to Cornwall Council for posting on website (Statutory requirement)
Sensitive personal data?	Possibly
Reasons for processing sensitive personal data?	To send to Cornwall Council for posting on website (Statutory requirement)
Volume of data	Declaration of Interests forms
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. Also, on external hard drive for 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?	Yes
How?	By e-mail attachment to Cornwall Council
Internally	N/A
Externally	By e-mail attachment to Cornwall Council
Transferred to third countries?	No
Name of asset owner	St Just Town Council
Name of delegate	N/A
Data processor	St Just Town Council