

## Information Asset Register

### General Information

Name of Asset	Sundry tenders for various works
Description of Asset	Tenders & correspondence (T&C)
Name of Data Controller	St Just Town Council
List of data to be processed	T&C
Category of Data	Business details of suppliers and tenderers
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	T&C
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.
<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?	With Councillors at Council meeting
How?	Tenders are read at meeting where decision to be made
Internally	Tenders are read at meeting where decision to be made
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