

Asset Type	What does it do	Location
Parish Council USB Stick & Laptop	Contains all the electronic copies of the Parish Council administration work. This includes files, excel, word documents which contain personal data.	Clerk to the Council's Home
Tenancy Agreements	Records Contracts between tenants of Parish Council land and Property and the Council	Clerk to the Council's Home
HR Folder	Contains the HR Employment Records of Parish Council Staff, signed Employment Contracts etc	Clerk to the Council's Home
HMRC PAYE Tools Computer Programme	Records Employee Income Tax and National Insurance Records, calculates Tax and Insurance amounts, produces Wage Slips, Downloads the data to the HMRC, produces annual P60s and P45s after employees leave the Council.	Clerk to the Council's Home
Internet Banking	Secure Financial Transactions of the Parish Council	The Internet
Email Accounts	Mode of Storage and communication by electronic mail	The Internet
Declaration of Acceptance of Office & Register of Members' Interests Folder	Records the Legal Acceptance of a Parish Council Members' joining the parish council. Register of Members of the Parish Councils interests	Laneham Village Hall & Bassetlaw District Council Legal Dept

Minute Books	Records the business conducted at Meetings of the Council and is former/current committees	Laneham Village Hall. Current book is with Clerk to the Council's Home.
Receipt & Payment Books	Financil Transaction Records	Laneham Village Hall. Current book is with Clerk to the Council's Home.
Electoral Roll	Full Name, Address and postcode of every person registered to Vote in the Civil Parish	Master Copy held by Bassetlaw Council but issued to Council Clerks as a secure PDF file

Laneham Parish Council Data

Owner	Volume	Personal data	Access
Laneham Parish Council	1 x Main Stick & 1 x Back Up Laptop	Yes; Personal Data but <u>NOT</u> Sensitive Personal Data	Access is restricted to <u>named individual</u> Clerk to the Council
Laneham Parish Council	2 x A4 Binders	Yes; Personal Data but <u>NOT</u> Sensitive Personal Data	Access is restricted to <u>named individual</u> Clerk to the Council
Laneham Parish Council	1 x A4 Document Folder	Yes; Personal Data but <u>NOT</u> Sensitive Personal Data	Access is restricted to <u>named individual</u> Clerk to the Council
HMRC	Secure Access Data Base	Yes; Personal Data but <u>NOT</u> Sensitive Personal Data	Access is restricted to <u>named individual</u> Clerk to the Council, secure with multi level password protection within a computer that is also password protected
Yorkshire & Clydesdale Bank Plc	HTTPS Secure Inernet Site,	Yes; Personal Data but <u>NOT</u> Sensitive Personal Data	Access is restricted to <u>named individual</u> Clerk to the Council.
Various	7 x Cllrs & 2 x Employees	Yes; Personal Data but <u>NOT</u> Sensitive Personal Data	Access is restricted to <u>named individual</u> access to each account is to each separate person only.
Laneham Parish Council	1 Volume	Yes; Personal Data but <u>NOT</u> Sensitive Personal Data	Access is restricted to <u>named individual</u> Clerk to the Council.

Laneham Parish Council	5 Volumes Parish Council,	Yes and No - Historic Minute Books contain some personal data (names of people) but future minutes will not, and <u>NO</u> Sensitive Personal Data	Under the Transparency Regs 2015 Access is open to all minute books, hence the change of recording any personal data within them of people outside of the parish council
Laneham Parish Council	7 Volumes	Yes; Personal Data but <u>NOT</u> Sensitive Personal Data	Access is restricted to <u>named individual</u> Clerk to the Council, Internal & External Auditors
Bassetlaw District Council	1 x PDF file	Yes; Personal Data but <u>NOT</u> Sensitive Personal Data	Access is restricted to <u>named individual</u> Clerk to the Council, and to Parish Councillors only for Council business

a Storage Type

Shared	Format	Retention
<p>Information is shared only with Parish Council Members, District Councillor, County Councillor, Bassetlaw District Council, HMRC, County Council, Council's Contractors and Tradesmen via email or when necessary hard paper copies. However, only relevant applicable data is shared to enable the Parish Council to function, <u>no personal data is shared without a valid reason.</u></p>	<p>Emails, excel spreadsheets, PDF files and copies of correspondence, Word Documents</p>	<p>USB Sticks themselves shall be indefinite however, the files within shall only be kept as long as necessary and in accordance with NALC Legal Topic Note 40 'Retention of Records' Timescales</p>
<p>The information in the folder is not usually shared with anyone. No copies are given to anyone else.</p>	<p>Paper</p>	<p>Indefinite in accordance with NALC Legal Topic Note 40 'Retention of Records' Timescales</p>
<p>The information in the folder is not usually shared with anyone. No copies are given to anyone else.</p>	<p>Paper</p>	<p>in accordance with NALC Legal Topic Note 40 'Retention of Records' Timescales</p>
<p>The information in the database is not shared with anyone other than the HMRC which it is designed for. No copies are given to anyone else.</p>	<p>Secure Access Data Base</p>	<p>in accordance with NALC Legal Topic Note 40 'Retention of Records' Timescales and the Requirements of the HMRC</p>
<p>The bank details of individuals are not stored anywhere else, no copies made and not shared with anyone other than the bank.</p>	<p>Secure Access Internet site with multi level password which changes each time of access.</p>	<p>in accordance with NALC Legal Topic Note 40 'Retention of Records' Timescales and the Requirements of the bank.</p>
<p>emails are only shared where necessary between cllrs, staff internally and externally to district, county councils and other service providers to the council.</p>	<p>Internet Based</p>	<p>in accordance with NALC Legal Topic Note 40 'Retention of Records' Timescales</p>
<p>The original copy is held in the village hall, however, it is a requirement of the Localism Act 2011 to send copy of the interests forms to District Council, which they retain and also must publish on their website.</p>	<p>Paper</p>	<p>in accordance with NALC Legal Topic Note 40 'Retention of Records' Timescales</p>

<p>Original Minute books 1894 to 2016 are securely stored in the village hall however, the 1986 to 2000 minute book has been lost. Minutes since 2005 are also held electronically both on website and memory stick</p>	<p>Paper & Some Electronic.</p>	<p>Indefinite in accordance with NALC Legal Topic Note 40 'Retention of Records' Timescales</p>
<p>The information is shared temporarily with the Internal and External Auditor, no copies made, and then filed securely locked away.</p>	<p>Paper</p>	<p>6 Years prior to the current financial year in accordance with NALC Legal Topic Note 40 'Retention of Records' Timescales</p>
<p>The information is only shared with Parish Councillors and no one else, and only shared when absolutely necessary to complete council business.</p>	<p>Secure Password Protected PDF held on USB stick</p>	<p>Only the current copy is kept on the clerks Memory stick, older versions deleted when the new one is issued by district council.</p>

Risks / impact	
Risks / impact	Key asset
Loss of Confidentiality: - safety impact; - privacy impact; Loss of Availability: Loss of Integrity:	Yes
Loss of Confidentiality: - safety impact; - privacy impact; Loss of Availability: Loss of Integrity: Insurance and <u>Legal Liability Claims</u>	Yes
Loss of Confidentiality: - safety impact; - privacy impact; Loss of Availability: Loss of Integrity:	Yes
Loss of Confidentiality: - safety impact; - privacy impact; Loss of Availability: Loss of Integrity:	Yes
Loss of Confidentiality: - safety impact; - privacy impact; Loss of Availability: Loss of Integrity:	Yes
Loss of Confidentiality: - safety impact; - privacy impact; Loss of Availability: Loss of Integrity:	Yes
Loss of Confidentiality: - safety impact; - privacy impact; Loss of Availability: Loss of Integrity:	Yes
Potential privacy Impact but only names of people in them, nothing else that is personal data.	Yes

Potential privacy Impact but only historic names of people in them, nothing else that is personal data.	Yes
Loss of Confidentiality: - safety impact; - privacy impact; Loss of Availability: Loss of Integrity:	Yes
Loss of Confidentiality: - safety impact; - privacy impact; Loss of Availability: Loss of Integrity:	Yes