

**Diptford Parish Council**  
**Data Protection Impact Assessment**  
**July 2018**

<b>Category</b>	<b>Details</b>	<b>Personal or Special Personal</b>	<b>Data Subjects</b>	<b>Purpose</b>	<b>Where stored/processed</b>	<b>Shared externally (Whom)</b>	<b>How long kept</b>
Local groups	Name, address	Personal	Group contacts (volunteers)	To liaise with groups	<input type="checkbox"/> Computer <input type="checkbox"/> Website	Public	6+ months
Contractors	Name, address, bank details	Personal	Business owners	Order/pay for work	<input type="checkbox"/> Computer <input type="checkbox"/> Paper docs	No	6+ months
Planning applications	Name, address	Personal	Planning applicants	Information on agenda/minutes	<input type="checkbox"/> Computer <input type="checkbox"/> Website <input type="checkbox"/> Paper docs	Public	6+ months
Councillors	Name, address	Personal	Parish Councillors	Legal requirement	<input type="checkbox"/> Computer <input type="checkbox"/> Website	Public	6+ months
Electoral representatives	Name, address	Personal	District/ County Councillors DNPA Members MPs	Spread information	<input type="checkbox"/> Computer <input type="checkbox"/> Website	Public	6+ months