

Stanwick Parish Council

Information Security Asset Inventory

Information Inventory

1. The Parish Council holds computer records and paper records.
2. The information held is not deemed to be highly sensitive. The Parish Council does hold information that is identified in the Data Protection Act as sensitive personal data, but this is limited to employees.
3. The Parish Council does not acquire or request any personal financial information from residents.
4. Occasionally the Parish Council will seek the views and opinions of residents through questionnaires. These questionnaires are anonymous unless the respondent chooses to supply their name and address. Such personal details are not divulged to any person or institution outside of the Parish Council.
5. The Parish Council receives a full copy of the electoral register together with periodic updates through the year. The Data Protection issues associated with the electoral roll are the responsibility of East Northamptonshire Council. The Parish Council does not permit any third party to view the document.
6. The personal data of residents is limited to name, address, email address and telephone number. This information is only directly collected by the Parish Council when the individual contacts the Parish Council and the information is used for correspondence. It will be retained in accordance with the Parish Council's Privacy Notice.
7. In the normal course of business the Parish Council will receive personal data in connection with the following council activities:
 - Administration of the allotments
 - Administration of the cemetery
 - Administration of employment matters
 - Correspondence sent to the Council
 - Volunteer lists for specific activities
 - Parish Council membership

Information collected in connection with burials and the purchase of plots in the cemetery is kept indefinitely as required by statute.

See 'Retention and disposal of records policy' for how information is disposed of.

Computer hardware

8. The Parish Council owns one laptop computer for the Clerk to the Council to use for council business.
In addition the Parish Council has a separate hard drive to hold a back up of computer files.

Software

9. The Parish Council has the appropriate licences for software installed on the Parish Council laptop.

Policy Review

10. This policy will be reviewed every two years or more frequently where new regulations necessitate a review.

Policy Adopted _____

This policy should be read in conjunction with:

- Information Security Policy
- Data Protection Policy
- Stanwick Parish Council Privacy Notice
- Document Retention Policy