



## STOTFOLD TOWN 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 Town Council does not hold information that is identified in the Data Protection Act as sensitive personal data, but this is limited to employees.
3. The Town Council does not acquire or request any personal financial information from residents.
4. Occasionally the Town 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 Town Council.
5. The Town Council receives a full copy of the electoral register together with periodic updates through the year. The Data Protection issues associated with the electoral role are the responsibility of Central Bedfordshire Council. The Town 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 Town Council when the individual contacts the Town Council and the information is used for correspondence. It will be retained in accordance with the Town Council's Privacy Notice.
7. In the normal course of business the Town 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
  - Town Council membership

Information collected in connection with burials and the purchase of burial of rights/plots in the Cemetery is kept indefinitely as required by statute.

See 'Document Retention Policy' for how information is disposed of.

### **Computer hardware**

8. The Town Council owns five desktop computers and one laptop computer for the Clerk and staff to use for Council business. In addition, the Town Council has a separate hard-drive to hold a back up of computer files, which is also stored externally in the cloud.

### **Software**

9. The Town Council has the appropriate licence for software installed on the Town Council desktops and laptop.

### **Policy review**

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

This policy should be read in conjunction with:

- Information Security Policy
- Data Protection Policy
- Stotfold Town Council Privacy Notice
- Document Retention Policy