

	<p>This section relates to communications with councillors, staff and local residents (including mailing lists) general public.</p> <p><b>a) What type of personal data does the council keep?</b> Email addresses, telephone numbers, addresses.</p> <p><b>b) Where does the council get the personal data from?</b> Mid Suffolk &amp; Babergh District Council, Suffolk County Council, SALC, Community Action Suffolk, PPC Pettaugh, contractors, HMRC, Suffolk Constabulary, Charities.</p> <p><b>c) Why does the council collect or process the data – what does the council do with the personal data?</b> In order to perform its statutory and regulatory duties. It uses the data in order to perform its statutory and regulatory duties as a Parish Council.</p> <p><b>d) Who does the council disclose personal data to?</b> Councillors, the public, website administrator, SALC, Mid-Suffolk &amp; Babergh District Council, Community Action Suffolk.</p> <p><b>e) Do the council or parish meeting minutes contain personal data?</b> Rarely.</p> <p><b>f) Does the council ever send personal data overseas and if so where to and to which organisation? This might include overseas companies providing database or email services.</b> Not knowingly.</p> <p><b>g) Does the council collect any sensitive personal data?</b> No.</p>	
<p><b>C. : SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH</b></p>		
	<p>About individuals or representatives of organisations which supply us with services such as for council repairs, or with whom we are in contact</p> <p><b>a) Who does the council keep personal data about?</b> Suppliers of VAS Equipment, website storage, agents for insurance.</p> <p><b>b) What type of personal data does the council keep?</b> Name, contact details, email addresses.</p> <p><b>c) Where does the council get the data from?</b> E.g. the individuals, suppliers.</p> <p><b>d) Why does the council collect or process the data?</b> Supply of services and goods which enable the Parish Council to perform its duties as a Parish Council.</p>	
<p><b>D. : GENERAL QUESTIONS ABOUT PERSONAL DATA</b></p>		
	<p><b>a) How does the council store the personal data collected?</b> Paper and electronic form.</p> <p><b>b) Does the council take any steps to prevent unauthorised use of or access to personal data or against accidental loss, destruction or damage? Documents are stored securely. Electronic data has IT security reviewed. No remote access to Parish PC. Parish PC restricted to use in one property only.</b></p> <p><b>c) How does the council manage access to data – what is the process involved in giving access to staff or councillors? Access limited to Parish clerks.</b></p>	