



### Information Asset Register (IAR) & Data Protection Impact Assessment (DPIA) Screening Tool

#### PART 1: Information Asset Register (IAR)

This register identifies the categories of personal data held by Felixstowe Town Council, the format in which it is stored, and the legal justification for its processing under the UK GDPR.

Data Asset	Description / Subjects	Format	Lawful Basis (GDPR)	Retention
<b>Allotment Tenant Records</b>	Names, addresses, contact details, and bank details for 450+ plots (Cowpasture, Ferry Rd, etc.)	Digital / Database	<b>Contractual:</b> Management of tenancy agreement	Term + 2 years
<b>Cemetery &amp; Burial Records</b>	Names of deceased, purchasers of Exclusive Rights of Burial, and memorial owners (Langley Avenue)	Digital / Ledger	<b>Legal Obligation:</b> Local Authorities Cemeteries Order 1977	Indefinite (Statutory)
<b>Electoral Register</b>	Names and addresses of residents in Felixstowe Wards	Digital (Secure access)	<b>Legal Obligation:</b> Representation of the People Act	Until replaced
<b>Hall Hire &amp; Event Bookings</b>	Contact details for hirers of Town Hall, Walton Community Hall, and Broadway House	Digital / Paper	<b>Contractual:</b> Management of hire agreement	6 years (Audit)
<b>Planning Consultations</b>	Public comments on Felixstowe planning applications (Statutory Consultee role)	Website / File	<b>Public Task:</b> Town & Country Planning Act	Permanent (Minutes)
<b>Grant Applications</b>	Contact info and financial data for local community groups/charities	Digital	<b>Public Task:</b> S.137 LGA 1972 (Community benefit)	7 years
<b>Civic &amp; Mayoral Records</b>	Invites, dietary requirements, and contact lists for Civic Events	Digital	<b>Legitimate Interest:</b> Official civic functions	Term of office + 1yr
<b>Employee &amp; Payroll Records</b>	Tax info, pensions, contracts, and performance data for FTC staff	Digital / Secure Cloud	<b>Legal Obligation / Contract:</b> Employment Law / HMRC	6 years post-employment

## PART 2: DPIA Screening Tool

To comply with the principle of "**Privacy by Design**," this tool must be completed for any new Council project, software procurement, or significant change in data processing.

**Project Name:** \_\_\_\_\_

**Date of Assessment:** \_\_\_\_\_ **Lead Officer:** \_\_\_\_\_

### Screening Questions

If the answer to **any** of the following is "Yes," a full Data Protection Impact Assessment (DPIA) must be conducted in consultation with the Data Protection Officer (DPO).

Question	Yes	No
1. Does the project involve "large scale" processing of personal data?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the project involve "High Risk" processing (e.g. CCTV, biometrics)?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will you be using new or innovative technology (e.g. AI tools)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will you be processing "Special Category" data (Health, Religion, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the project involve profiling individuals or automated decision-making?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will data be transferred outside the UK/EEA (e.g. non-UK cloud storage)?	<input type="checkbox"/>	<input type="checkbox"/>

### Outcome

- **No Full DPIA Required:** Risks are low; this screening form serves as the record of compliance.
- **Full DPIA Required:** Project paused until a full impact assessment is completed.

**Signed (Town Clerk):** \_\_\_\_\_

**Date:** \_\_\_\_\_