

Information Asset Register incorporating the Records of Processing Activities required by Art 30 GDPR – Explanatory notes

Article 30 of the General Data Protection Regulation (GDPR) requires that data controllers maintain a record of processing activities containing the following information:

Controller Name and contact details	Blaby District Council Council Offices Desford Road Narborough Leicestershire LE19 2EP	Telephone: 0116 275 7555 Email: customer.services@blaby.gov.uk https://www.blaby.gov.uk/
Data Protection Officer and contact details	Louisa Horton Democratic Services, Scrutiny & Governance Manager Data Protection Officer	Telephone: 0116 275 7555 gdpr@blaby.gov.uk
Joint data controllers and contact details	Blaby District Council does not operate with any joint data controllers	
Purposes of the processing	Please refer to the Information Asset Register	
Categories of individuals we process information about	Please refer to the Information Asset Register	
Categories of personal data that we process	Please refer to the Information Asset Register	
Categories of recipients of personal data	Please refer to the Information Asset Register	
How long we will keep the personal data for	Please refer to the Information Asset Register	
Third party transfers	We not transfer personal data to any third party or any international organisation with the exception of information from some of our systems held in cloud storage on servers physically located in other countries. The full detail of these are set out in the Information Asset Register	
a general description of your technical and organisational security measures	Please see below	

Our approach

Blaby District Council has incorporated the information required by Article 30 into a broader Information Asset Register which goes into greater detail about the records held for each of these processing activities as well as providing retention information. The Information Asset Register is available on the Council's website via the following link:

<https://www.blaby.gov.uk/your-council/data-security-and-access/data-protection-privacy-notice/>

How we determined our legal basis

We have reviewed the legal basis for all of the processing of personal data that the council undertakes and determined the most appropriate lawful basis based on the statutory requirement, guidance issued by the Information Commissioner's Office and the ROPA tool developed by the LGA Inform Plus subscription service.

Internal Recipients

We have identified that there are internal recipients where information collected by one department is routinely shared with another department in support of service delivery. It does not include the information being passed to legal services for the purposes of obtaining legal advice, for enforcement or in connection with legal proceedings.

External Recipients

We have identified that there are external recipients where data held by the council is routinely shared with external recipients in support of service delivery. It does not include the information being passed to relevant third parties for the prevention and detection of crime and fraud, or information being disclosed in response to requests for information where it is lawful for information to be disclosed.

Security Measures

The organisational security measures put in place include data protection policy, mandatory data protection training refreshed annually and written procedures for processes that involve personal information.

Technical security measures include the council's secure network environment, encrypted laptops, and password protection for systems that process personal information.