

**Sevenoaks Town Council  
General Data Protection Regulation File Contents**

<b>File Ref</b>	<b>Name of Document</b>	<b>Date Completed</b>	<b>On Website</b>
1			
2	GDPR Audit		
3	Individual Rights		
a)	Consent to Hold Contact Information	18.4.18	
b)	Retention and Disposal Policy	26.4.18	
c)	Information and Data Protection Policy	26.4.18	
d)	Social Media and Electronic Communication Policy	26.4.18	
e)	Documents for Retention or Disposal Policy		
f)	Management of Transferable Data Policy	26.4.18	
4	Privacy Notices		
a)	Allotment Tenants Privacy Notice Consent Form – see j below		
b)	Audit A Guide to ICO Privacy and electronic communications regulations audit		
c)	Email contact Privacy Notice		
d)	Neighbourhood Plan Consultation Contact Privacy Notice	25.4.18	
e)	New Councillor Contact Privacy Notice		
f)	Pitch Hiring Contact Privacy Notice		
g)	Privacy Impact Assessment		
h)	Privacy Impact Assessment Code of Practice		
i)	Privacy Impact Assessment Form		
j)	Privacy Notice	18.4.18	
k)	Purchase of Exclusive Rights of Burial Privacy Notice Consent Form	25.4.18	
5	GDPR Model Data Audit Schedules		
6	GDPR Subject Access Procedures		
7	GDPR Individual Rights		
a)	Data Protection Document Instructions		
b)	GDPR (Service) Consent to hold Contact Information Form		
c)	Document Retention and Disposal Policy		
d)	Information Data Protection Policy 2018		
e)	Removable Media Policy		
f)	Retention of Documents		

g)	Social Media Policy		
8	Data Security Breach Reporting Form		
9			
10	GDPR Data Protection Impact Assessment		
a)	Privacy Impact Assessment		
b)	Privacy Impact Assessment Form		