

Rampton & Woodbeck Parish Council

Internal Register of Processing Activities

Schedule of Processing, Personal Data and Data Subjects



Description	Details
Subject matter of the processing	Village Hall Hire Agreements
Duration of the processing	Five Minutes for the Village Hall Warden to read and file the document within the Village Hall Hire Agreement Folder, where it is stored but not further processed for 6 years after the hire has completed.
Nature and purposes of the processing	Nature - Collection, recording, organising, storage Purpose – Contractual Necessity in order to enter into or perform a contract with the data subject (or to take steps prior to entering into a contract)
Type of Personal Data	Name, address, date of birth, telephone number, email address, signature
Categories of Data Subject	Members of the Pubic, Staff (including volunteers, agents, and temporary workers) & councillors.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Held in Paper format, within the Village Hall Hire Agreement Folder by the Village Hall Warden, retained as per NALC LTN 40 for a period of 6 years after the hire period end date. The Village Hall Warden shall check the folder once a year and destroy those agreements which have reached the 6-year limit.

Description	Details
Subject matter of the processing	Village Hall Diaries
Duration of the processing	Village Hall Warden refers to the Diary to ascertain, as and when they need to, to whether or not the hall is available or booked in. The Diary is only used for a max of one year before storage.
Nature and purposes of the processing	Nature - Collection, recording, organising, storage Purpose – Contractual Necessity in order to enter into or perform a contract with the data subject (or to take steps prior to entering into a contract) & Public Interest - the processing is necessary for the performance of tasks carried out by a public authority.
Type of Personal Data	Name, address, date of birth, telephone number, email address,
Categories of Data Subject	Members of the Pubic, Staff (including volunteers, agents, and temporary workers) & councillors.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Held in Paper format, by the Village Hall Warden, retained as per NALC LTN 40 for a period of 6 years after the hire period end date. The Village Hall Warden shall check the folder once a year and destroy those agreements which have reached the 6-year limit.

Description	Details
Subject matter of the processing	Tenancy Agreements/Leases
Duration of the processing	Processed only during the negation and signing of the Agreement/Lease or for when it is reviewed for rent re-negotiations and potential relets/tenders at the end of the term.
Nature and purposes of the processing	Nature - Collection, recording, organising, storage Purpose – Contractual Necessity in order to enter into or perform a contract with the data subject (or to take steps prior to entering into a contract) & Public Interest - the processing is necessary for the performance of tasks carried out by a public authority.
Type of Personal Data	Name, address, rental payments
Categories of Data Subject	Members of the public who hold a contract with the Council
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Indefinite in accordance with NALC Legal Topic Note 40 'Retention of Records' Timescales

Description	Details
Subject matter of the processing	HR Folder, HMRC PAYE Database & Internet Banking
Duration of the processing	HR Folder Processed by the Clerk whenever appointing new staff members, conducting appraisals/salary reviews, for references. PAYE Tools Database and Internet Banking processed monthly to undertake salaries, expenses and Mileage for staff and any councillors expenses
Nature and purposes of the processing	Nature - Collection, recording, organising, storage, additionally in relation to the HMRC PAYE Database the sharing of tax and NI payment information to the HMRC. Sharing of Sort Codes and Bank Account Numbers with the Council's bank to enable Financial transactions to take place. Purpose – Contractual Necessity in order to enter into or perform a contract with the data subject (or to take steps prior to entering into a contract) & Public Interest - the processing is necessary for the performance of tasks carried out by a public authority. Compliance with a Legal Obligation - complying with the requirements of legislation relating to employment
Type of Personal Data	Name, address, CV/Work History, date of birth, NI number, telephone number, pay, email addresses, images, Tax Codes, Passport Numbers, National Insurance Letter Codes, P60s, P45s, Wage Slips.
Categories of Data Subject	Staff (including volunteers, agents, and temporary workers), Councillors for expenses.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	6 Years after termination of Employment, in accordance with NALC Legal Topic Note 40 'Retention of Records' Timescales

Description	Details
Subject matter of the processing	Paper Correspondence
Duration of the processing	2 Minutes to be processed by the Clerk to enable a response to the writer

Nature and purposes of the processing	To enable a reply to a letter writer Public Interest - the processing is necessary for the performance of tasks carried out by a public authority. Compliance with a Legal Obligation - complying with the requirements of legislation
Type of Personal Data	name, address, telephone number
Categories of Data Subject	Staff (including volunteers, agents, and temporary workers), councillors, customers/suppliers, members of the public
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	The correspondence shall only be kept for the period it takes to resolve the question/query of the letter writer, the Clerk shall then destroy the letter. However, if the content of the letter referred to a specific matter, eg VAT, payments, etc then the period of retention shall be as per NALC Legal Topic Note 40 'Retention of Records' Timescales

Description	Details
Subject matter of the processing	Email Correspondence
Duration of the processing	However long it takes to reply to the email address and answer the potential email, it depends on the subject of the email.
Nature and purposes of the processing	To enable a reply to a letter writer Public Interest - the processing is necessary for the performance of tasks carried out by a public authority. Compliance with a Legal Obligation - complying with the requirements of legislation Purpose – Contractual Necessity in order to enter into or perform a contract with the data subject (or to take steps prior to entering into a contract)
Type of Personal Data	May include name, address, date of birth, NI number, telephone number, pay, images, email addresses
Categories of Data Subject	Staff (including volunteers, agents, and temporary workers), councillors, customers/, suppliers, members of the public, users of a particular website
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Emails containing personal data shall not be kept longer than necessary, the timescales for keeping them vary and Council will follow guidance contained within NALC Legal Topic Note 40 'Retention of Records' Timescales

Description	Details
Subject matter of the processing	Minute Books, Declaration of Acceptance of Office Book & Register of Members' Interests
Duration of the processing	Minute book added to monthly, Acceptance of Office and Register of Members Interests added to whenever new Council Member starts.
Nature and purposes of the processing	To Record the Business of the Parish Council and Declare Members Interests and Acceptance of Office Collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data. Public Interest - the processing is necessary for the performance of tasks carried out by a public authority. Compliance with a Legal Obligation - complying with the requirements of legislation Purpose – Contractual Necessity in order to enter into or perform a contract with the data subject (or to take steps prior to entering into a contract)

Type of Personal Data	name, address, telephone number, membership of outside bodies
Categories of Data Subject	Staff (including volunteers, agents, and temporary workers), councillors, customers/, suppliers, members of the public.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	All three document types must be kept indefinitely and both the minute book and register of members interests are open documents required to be publicly displayed on websites by the Transparency Regulations 2015 and Localism Act 2011. However, all minutes from May 2018 onward shall not refer to members of the public, contractors or other organisations by name only by their title, e.g. Bowls Club Chairman, Highways Manager etc, therefore protecting individual names. Staff Members and Councillors understand their names will be public in these documents.

Description	Details
Subject matter of the processing	Receipt & Payment Books
Duration of the processing	Processed regularly throughout the current financial year.
Nature and purposes of the processing	<p>To Record the record the Financial Transactions of the Parish Council for audit purposes</p> <p>Collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data. The Documents are only shared with the internal and external auditors for audit purposes.</p> <p>Public Interest - the processing is necessary for the performance of tasks carried out by a public authority.</p> <p>Compliance with a Legal Obligation - complying with the requirements of legislation</p> <p>Purpose – Contractual Necessity in order to enter into or perform a contract with the data subject (or to take steps prior to entering into a contract)</p>
Type of Personal Data	Name, address, telephone number, transaction amounts,
Categories of Data Subject	Staff (including volunteers, agents, and temporary workers), councillors, customers/suppliers, members of the public.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Kept for 6 years after the current financial year end, as per NALC Legal Topic Note 40 'Retention of Records' Timescales

Description	Details
Subject matter of the processing	[This should be a high level, short description of what the processing is about i.e. its subject matter]
Duration of the processing	[Clearly set out the duration of the processing including dates]
Nature and purposes of the processing	<p>[Please be as specific as possible, but make sure that you cover all intended purposes.</p> <p>The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) etc.</p> <p>The purposes will include those listed in the Privacy Notice in Appendix 4 e.g. for the purposes of performing the council's statutory obligations or delivering its services.]</p>
Type of Personal Data	[Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc.]

Categories of Data Subject	[Examples include: Staff (including volunteers, agents, and temporary workers), councillors, customers/, suppliers, members of the public, users of a particular website etc.]
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	[Describe how long the data will be retained for, how it be returned or destroyed]