

Coles', Moorpool & The Eyre St Thomas Day Charity

Internal Register of Processing Activities

Schedule of Processing, Personal Data and Data Subjects

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 in its role as corporate trustee to a charity.
Type of Personal Data	Name, address, rental payments
Categories of Data Subject	Members of the public who hold a contract with the charity
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	Internet Banking
Duration of the processing	Internet Banking processed as and when a transaction has taken place
Nature and purposes of the processing	Nature - Sharing of Sort Codes and Bank Account Numbers with the Charity'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 in its role as corporate trustee to a charity. Compliance with a Legal Obligation - complying with the requirements of legislation relating to employment
Type of Personal Data	Name, bank account number, sort codes
Categories of Data Subject	Charity beneficiaries
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	<p>To enable a reply to a letter writer</p> <p>Public Interest - the processing is necessary for the performance of tasks carried out by a public authority in its role as corporate trustee to a charity.</p> <p>Compliance with a Legal Obligation - complying with the requirements of legislation</p> <p>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	May include name, address, date of birth, NI number, telephone number, pay, images, email addresses, may include health and financial situations of beneficiaries.
Categories of Data Subject	Staff (including volunteers, agents, and temporary workers), trustees, customers/suppliers, members of the public (beneficiaries)
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	<p>To enable a reply to a letter writer</p> <p>Public Interest - the processing is necessary for the performance of tasks carried out by a public authority in its role as corporate trustee to a charity.</p> <p>Compliance with a Legal Obligation - complying with the requirements of legislation</p> <p>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	May include name, address, date of birth, NI number, telephone number, pay, images, email addresses, may include health and financial situations of beneficiaries.
Categories of Data Subject	Staff (including volunteers, agents, and temporary workers), trustees, 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 Charity will follow guidance contained within NALC Legal Topic Note 40 'Retention of Records' Timescales

Description	Details
Subject matter of the processing	Minute Books, Trustee Eligibility Declarations + Fit & Proper Persons Declarations
Duration of the processing	Minute book added to monthly, Trustee Eligibility Declarations + Fit & Proper Persons Declarations added to whenever new Charity Member starts.
Nature and purposes of the processing	<p>To Record the Business of the Charity and Declare Trustees Interests and Acceptance of Office</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.</p> <p>Public Interest - the processing is necessary for the performance of tasks carried out by a public authority in its role as corporate trustee to a charity. Compliance with a Legal Obligation - complying with the requirements of legislation 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, membership of outside bodies, national insurance number and date of birth
Categories of Data Subject	Staff (including volunteers, agents, and temporary workers), trustees, customers/, suppliers, members of the public (beneficiaries)
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 the minute book is an open document required to be publicly displayed on websites by the Transparency Regulations 2015. 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 Trustees understand their names will be public in these documents. The Trustee Eligibility Declarations + Fit & Proper Persons Declarations are closed documents not open to the public.

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 charity 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. Compliance with a Legal Obligation - complying with the requirements of legislation</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)
Type of Personal Data	Name, address, telephone number, transaction amounts,
Categories of Data Subject	Staff (including volunteers, agents, and temporary workers), trustees, customers/suppliers, members of the public (beneficiaries).
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 Charity'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), Trustees, 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]