| Name and contact details | | Data Controller | | Representative (if applicable) | |
|---|---|---|---|---|---|
| **Name** | Sheriffhales Parish Council | **Name** | Sheriffhales Parish Council | **Name** | |
| **Address** | 35 Kingsford Park, Sladd Lane, Wolverley, DY11 5TA | **Address** | 35 Kingsford Park, Sladd Lane, Wolverley, DY11 5TA | **Address** | |
| **Email** | clerk@sheriffhales-pc.gov.uk | **Email** | clerk@sheriffhales-pc.gov.uk | **Email** | |
| **Telephone** | "07512292579 | **Telephone** | "07512292579 | **Telephone** | |

**Article 30 Record of Processing Activities**

| Business function | Purpose of processing | Name and contact details of joint controller (if applicable) | Categories of individuals | Categories of personal data | Categories of recipients | Link to contract with processor | Policy details | Safeguards for exceptional transfers of personal data to third countries or international organisations (if applicable) | Retention schedule (if possible) |
|---|---|---|---|---|---|---|---|---|---|
| Point of contact for voluntary groups | Should soemone express an interests in an activity etc. | N/A | 1) contacts for groups | 1) name, 2) contact details | Anyone who makes an enquiry | N/A | N/A | N/A | As long as the groups are still active |
| Councillor private contact details | to enable them to be contacted | N/A | Councillors | 1) name, 2) contact details | N/A | N/A | N/A | N/A | For the duration that they in office as a Councillor (4 year period) |
| Employee information | To facilitate the employer/ employee relationship | N/A | 1) employees 2) Clerk 3) Councillors 4) Referee information | 1) names, 2) contact details, 3) medical information 4) appraisals / disciplinary 5) payroll information 6) sickness record .... | 1) HMRC 2) Staffordshire County Council for the pensions allocation 3) Internal auditor | N/A | N/A | N/A | For the set period of 7 years of financial records to be kept |
| FOI applicants | to progress FOI's and keep a record | N/A | 1) applicants | 1) name, 2) contact details 3) enquiry | N/A | N/A | FOI Policy | N/A | 12 months after enquiry answered |
| General public correspondence | To progress enquiries and for record keeping | N/A | 1) individual members of the public | 1) name 2) contact details 3) enquiry | Depending on type of enquiry may pass details to SCC /SSDC | N/A | N/A | N/A | Kept for 1 year then the records are destroyed by shredding |
| electoral roll | record of electors | N/A | local residents | 1) names 2) addresses 3) electoral role number | Councillors and justifiably interested members of the public | N/A | N/A | N/A | Kept indefinately to use to check peoples eligibility to be intered at Comber Ridge as the deceased has to have been a resident of Kinver at some point in their life to qualify to be interred. |
| Applications for funding | to serve as a record of applications and grants | N/A | 1) applicants 2) parish Councillors | 1) names 2) contact details 3) applications 4) Financial Information 5) Payment record | Internal Auditor | N/A | Financial Risk Assesment and Financial regulations | N/A | The applications are kept in accordance with Financial record keeping for 7 years as a payment is made from the application. All bank statements and accounts are shredded as soon as the Parish Council has agreed to give a grant. If a grant is unsucessful then the entire pack of socuments is shredded immediatley. |

| | Privacy Notices | | | | | | | Consent | Access Requests |
|---|---|---|---|---|---|---|---|---|---|
| **General description of technical and organisational security measures (if possible)** | **Article 6 lawful basis for processing personal data** | **Article 9 basis for processing special category data** | **Legitimate interests for the processing (if applicable)** | **Link to record of legitimate interests assessment (if applicable)** | **Rights available to individuals** | **Existence of automated decision-making, including profiling (if applicable)** | **The source of the personal data (if applicable)** | **Link to record of consent** | **Location of personal data** |
| Locked in the Parish office, with limited access to the building Parish Council Office is locked | Public interest | N/A | N/A | N/A | As above | N/A | N/A | N/A | As above |
| Locked in the Parish office, with limited access to the building Parish Council Office is locked | exercise of official authority | N/A | N/A | N/A | As above | N/A | N/A | N/A | As above |
| Locked in the Parish office, with limited access to the building Parish Council Office is locked, all computers and software are passwrod protected | contract of employment/ legal obligation/ legitimate interests | employment law/ to assess working capacity/ occupational health | the efficient operation of the council | N/A | to information/ access/ rectification/ restriction/ erasure | N/A | Referees | N/A | As above |
| Locked in the Parish office, with limited access to the building Parish Council Office is locked | exercise of official authority | N/A | N/A | N/A | As above | N/A | N/A | N/A | As above |
| Locked in the Parish office, with limited access to the building Parish Council Office is locked | As above and in the public interest | N/A | N/A | N/A | As above | N/A | N/A | N/A | As above |
| Locked in the Parish office, with limited access to the building Parish Council Office is locked | exercise of official authority | N/A | N/A | N/A | As above | N/A | South Staffordshire District Council | N/A | As above |
| Locked in the Parish office, with limited access to the building Parish Council Office is locked | Public interest | N/A | N/A | N/A | As above | N/A | N/A | N/A | As above |

| Data Protection Impact Assessments | | | Personal Data Breaches | | Data Protection Bill - Special Category or Criminal Conviction and Offence data | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Data Protection Impact Assessment required? | Data Protection Impact Assessment progress | Link to Data Protection Impact Assessment | Has a personal data breach occurred? | Link to record of personal data breach | Data Protection Bill Schedule 1 Condition for processing | GDPR Article 6 lawful basis for processing | Link to retention and erasure policy document | Is personal data retained and erased in accordance with the policy document? | Reasons for not adhering to policy document (if applicable) |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |