Name and contact details		Data Controller		Representative (if applicable)	
Name	Swindon Parish Council	**Name**	Swindon Parish Council	**Name**	
Address	35 Kingsford Park, Sladd Lane, Wolverley, DY11 5TA	**Address**	35 Kingsford Park, Sladd Lane, Wolverley, DY11 5TA	**Address**	
Email	clerk@swindon-pc.gov.uk	**Email**	clerk@swindon-pc.gov.uk	**Email**	
Telephone	"07868140468	**Telephone**	"07868140468	**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)	General description of technical and organisational security measures (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	Locked in the Parish office, with limited access to the building Parish Council Office is locked
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)	Locked in the Parish office, with limited access to the building Parish Council Office is locked
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	Locked in the Parish office, with limited access to the building Parish Council Office is locked, all computers and software are passwrod protected
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	Locked in the Parish office, with limited access to the building Parish Council Office is locked
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	Locked in the Parish office, with limited access to the building Parish Council Office is locked
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.	Locked in the Parish office, with limited access to the building Parish Council Office is locked
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.	Locked in the Parish office, with limited access to the building Parish Council Office is locked
CCTV	to ensure continued public safety/ prevent crime and disorder	N/A	People and vehicles walking / driving through the village	1) images of visitors	1) police	N/A	Data subject request policy; CCTV policy; Data Breach Policy; Data Protection; Data Impact assesment	N/A	28 day rolling recording so images are automatically deleted after 28 days.	The data is stored in a secure cloud

Privacy Notices							Consent	Access Requests	Data Protection Impact Assessments	
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**	**Data Protection Impact Assessment required?**	**Data Protection Impact Assessment progress**
Public interest	N/A	N/A	N/A	As above	N/A	N/A	N/A	As above	N/A	N/A
exercise of official authority	N/A	N/A	N/A	As above	N/A	N/A	N/A	As above	N/A	N/A
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	N/A	N/A
exercise of official authority	N/A	N/A	N/A	As above	N/A	N/A	N/A	As above	N/A	N/A
As above and in the public interest	N/A	N/A	N/A	As above	N/A	N/A	N/A	As above	N/A	N/A
exercise of official authority	N/A	N/A	N/A	As above	N/A	South Staffordshire District Council	N/A	As above	N/A	N/A
Public interest	N/A	N/A	N/A	As above	N/A	N/A	N/A	As above	N/A	N/A
Legitimate interest	N/A	N/A	N/A	As above	N/A	CCTV Cameras	N/A	Cloud Storage	Undertaken	N/A

	Personal Data Breaches		Data Protection Bill - Special Category or Criminal Conviction and Offence data				
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
Stored at Parish Council office	N/A	N/A	N/A	N/A	N/A	N/A	N/A