

CUMMERSDALE PARISH COUNCIL

Record of Processing Activities (Data Protection Roadmap)

Aligned with UK GDPR Article 30

Data Controller

Cummersdaley Parish Council
Parish Clerk
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Document history		
Note of changes	Version number	Date of approval and adoption
Approved & adopted	1	2 March 2026
Reviewed	1	5 May 2026

Review sheet		
Each entry in the table below summarises the changes to this Policy and procedures made since the last review (if any)		
Version Number	Version Description	Date of Revision
1	Original	

A. Governance & Statutory Records

Purpose of Processing	Categories of Personal Data	Categories of Recipients	Data Processors	International Transfers	Retention Period	Lawful Basis	Special Category Condition
Minutes	Identity	N/A	Cloud storage provider; Website provider; Hard copies	EEA	Indefinite	LGA 1972 (Public Task)	Substantial public interest
Correspondence & Casework	Identity; Contact information; Bank details (if supplied)	Other local authorities	Cloud storage provider; Website provider; Hard copies	EEA	1 year	LGA 1972 (Public Task)	Substantial public interest

B. Financial Management

Purpose of Processing	Categories of Personal Data	Categories of Recipients	Data Processors	International Transfers	Retention Period	Lawful Basis	Special Category Condition
Accounts	Identity; Contact information; Bank details	HMRC	Accounts software provider; Cloud storage provider; Website provider; Hard copies	EEA	20 years	LGA 1972; Local Audit & Accountability Act 2014; Accounts & Audit Regulations 2015	N/A
Payroll & Pensions	Identity; Contact information; Bank details	HMRC	Accounts software provider; Cloud storage provider; Hard copies	EEA	6 years	Contract; LGA 1972; Local Audit & Accountability Act 2014	N/A

C. Employment & HR

Purpose of Processing	Categories of Personal Data	Categories of Recipients	Data Processors	International Transfers	Retention Period	Lawful Basis	Special Category Condition
HR Files	Identity; Contact information; Special category data	N/A	Cloud storage provider; Hard copies	EEA	6 years	Contract	Employment & social protection
Recruitment (if applicable)	Identity; Contact information; Special category data	N/A	Cloud storage provider	EEA	6 months	Contract; Public Task	Employment & social protection

D. Community Services

Purpose of Processing	Categories of Personal Data	Categories of Recipients	Data Processors	International Transfers	Retention Period	Lawful Basis	Special Category Condition
Allotments	Identity; Contact information; Special category data (if provided)	N/A	Cloud storage provider; Hard copies	EEA	6 years	Contract	Substantial public interest
Electoral Register (as supplied)	Identity	Other local authorities	Cloud storage provider; Hard copies	N/A	1 year	LGA 1972 (Public Task)	N/A