

Reedham Parish Council's internal register of processing activities

Schedule of Processing, Personal Data and Data Subjects

Description	Details
Subject matter of the processing	Minutes of council meetings
Nature and purposes of the processing	Notes will be taken at each meeting and will be retained for up to 12 months. Formal minutes will be typed up within 30 days of the meeting. The minutes will be posted on the parish council's websites and/or Notice Board Copies will be sent to councillors. A signed copy will be kept in perpetuity and filed at the Norfolk Archive Centre or similar. Minutes are kept for the purposes of performing the council's statutory obligations or delivering its services.
Type of Personal Data	Names
Categories of Data Subject	Staff, councillors, customers, suppliers, members of the public

Description	Details
Subject matter of the processing	Electoral roll
Nature and purposes of the processing	Will be stored on the Reedham Parish Council password protected MS account Data may be used to verify residents' addresses. For the purposes of performing the council's statutory obligations or delivering its services. Electoral roll will be destroyed after 2 years.
Type of Personal Data	Name and address.
Categories of Data Subject	Residents

Description	Details
Subject matter of the processing	Employment and pay records
Nature and purposes of the processing	Copies of the payslips will be prepared and stored on the council's password protected MS account and a paper copy in the accounts file. Employment details will be kept for 7 years.

	Employment details will be shared with HMRC and the council's pension provider. For the purposes of performing the council's statutory obligations as an employer.
Type of Personal Data	Name, address, date of birth, NI number, telephone number, pay rates.
Categories of Data Subject	Staff

Description	Details
Subject matter of the processing	General correspondence
Nature and purposes of the processing	Emails and other written correspondence will be reported to council as necessary and may be photocopied. If appropriate, the correspondence will be filed in the council's filing cabinet at the clerk's home. It may also be scanned and/or stored on the council's computer. Correspondence will be shared with other local authorities if appropriate to deal with the concern raised in the correspondence. Emails and other correspondence will only be retained as long as may usefully aid the council. Computer and paper files will be checked regularly for correspondence which is no longer required and may be destroyed. For the purposes of performing the council's statutory obligations or delivering its services.
Type of Personal Data	Name, address, telephone number, email address.
Categories of Data Subject	Councillors, customers, suppliers, members of the public, users of a particular website.