# Repps with Bastwick Parish Council’s internal register of processing activities

**Schedule of Processing, Personal Data and Data Subjects**

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| **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 facebook page.  Copies will be sent to councillors and handed to members of the public who attend the meeting.  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 |

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| **Description** | **Details** |
| Subject matter of the processing | Electoral roll |
| Nature and purposes of the processing | Will be stored in the council’s filing cabinet at the clerk’s home.  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 |

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| **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 computer, memory stick, 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 |

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| **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 and on the memory stick.  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. |