

Name and contact details				Representative	
Name	Cris Hoad (Clerk)			Name	Clt'r Kym Ford
Address	Wynwood Filkins Lechlade Glos GL7 3JG			Address	
Email	clerk@filkins.org.uk			Email	kym.ford@filkins.org.uk
Telephone	7379378402			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	Retention schedule (if possible)
Information In							
Email received	Management	N/A	Resident/councillor/employee/contractor	Contact information	Councillors	N/A	As long as necessary
Mobile Communications	Management	N/A	Resident/councillor/employee/contractor	Contact information	Councillors	N/A	Until actioned
Invoices	Finance	N/A	Contractor	Contact information	Clerk/RFO	N/A	8 years
Newsletters	Management	N/A	Residents/Local Authority	Contact information	Intended Receipients	N/A	As long as necessary
Residents letters	Unrequested	N/A	Resident	Contact information	Councillors	N/A	Until actioned
Councillors Acceptance of Office forms	Legal requirement	N/A	Councillor	Contact information	Clerk	N/A	Term of Office
Councillors Registration of interest	Legal requirement	N/A	Councillor	Contact information	Clerk	N/A	Term of Office
Consent to receive Agenda by email	Legal requirement	N/A	Councillor	Contact information	Clerk	N/A	Term of Office
Burials Register - online	Legal requirement	N/A	Resident	Name	Clerk	N/A	Indefinate
Exclusive Rights of Burial	Legal requirement	N/A	Resident	Contact information	Clerk	N/A	Indefinate
Planning Applications	Consultation	N/A	Resident	Contact information	Clerk/Council	N/A	Until completed
Photographs	Public Record	N/A		Contact information	Clerk/Council	N/A	Indefinate
Electoral Roll	Management	N/A	Residents	Contact information	Clerk	N/A	1 year
Lease Agreements	Management	N/A	Tenants	Contact information	Clerk/Council	N/A	Length of term
Contractors Insurance documents	Management	N/A	Contractor	Contact information	Clerk	N/A	6 years
Grant Application to the Council - Hayes Palmer	Finance	N/A	Residents	Contact information	Clerk/Council	N/A	3 years
Consent Forms	Management	N/A	Residents	Contact information	Clerk	N/A	Until terminated
Emergency Plan Contacts	In Case of Emergency	N/A	Residents	Contact information	Clerk/Council	N/A	Indefinate
Accident Book	Legal requirement	N/A		Contact information	Clerk/Council	N/A	3 years
Information Out							
Email out	Management	N/A	Resident/councillor/employee/contractor	Contact information	Intended Receipients	N/A	As long as necessary
Invoices sent	Finance	N/A	Contractor	Contact information	Intended Receipients	N/A	As long as necessary
Newsletters	Publishing	N/A	Residents	Contact information	Intended Receipients	N/A	As long as necessary
Council Contact details	Management	N/A	Residents	Contact information	Residents	N/A	As long as necessary
Minutes	Legal requirement	N/A	Residents/Councillors	Names	Councillors/website	N/A	Indefinate
Councillors Registration of Interests	Legal requirement	N/A	Councillor	Contact information	Electoral Services Manager	N/A	Term of Office
Emergency Plan Contacts	Management	N/A	Councillors	Contact information	Local authority	N/A	Indefinate
Lease Agreements	Legal requirement	N/A	Tenants	Contact information	Tenants	N/A	Length of Term
Burials Map	Legal requirement	N/A	Residents	Contact information	Residents	N/A	Indefinate
Bank Mandate	Finance	N/A	Clerk/Bank	Names	Clerk/Bank/Finance Committee	N/A	As long as necessary
Grant Request	Finance	N/A	Grant Provider	Contact information	Clerk/Council	N/A	3 years
Accident Book	Legal requirement	N/A	Councillors/Clerk	Contact information	Clerk	N/A	3 years
Employment Information							
Clerks Payroll	Financial	N/A	Payroll provider/HMRC	Name/address/NI number	Clerk	N/A	During employment
Clerks Employment Contract	Contract	N/A	Clerk/Chair/Staffing	Contact Information	Clerk	N/A	During employment
Clerks appraisals	Contract	N/A	Clerk/Chair/Staffing	Contact Information	Clerk	N/A	During employment

	Privacy Notices		Data Protection Act 2018 - Special Category or Criminal Conviction and Offence data				
General description of technical and organisational security measures (if possible)	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Data Protection Act 2018 Schedule 1 Condition for processing	GDPR Article 6 lawful basis for processing	Link to retention and disposal policy document	Is personal data retained and erased in accordance with the policy document?	Reasons for not adhering to policy document (if applicable)
Password/encryption	Consent	No		Consent		Yes	
None	Consent	No		Consent		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Contract	No		Contract		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Consent	No		Consent		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Consent	No		Consent		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Legal Obligation	Yes		Legal Obligation		Yes	
laptop password protected/locked filing cabinet/locked archive room	Legal Obligation	Yes		Legal Obligation		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Legal Obligation	No		Legal Obligation		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Contract	No		Contract		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Consent	No		Consent		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Public Interest	No		Public Interest		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Consent	No		Consent		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Legal Obligation	No		Legal Obligation		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Legal Obligation	No		Legal Obligation		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Legal Obligation	No		Legal Obligation		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Consent	No		Consent		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Consent	No		Consent		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Consent	No		Consent		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Consent	No		Consent		Yes	
Password/encryption	Consent	No		Consent		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Consent	No		Consent		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Consent	No		Consent		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Legal Obligation	No		Legal Obligation		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Legal Obligation	No		Legal Obligation		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Legal Obligation	Yes		Legal Obligation		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Consent	No		Consent		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Legal Obligation	No		Legal Obligation		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Consent	No		Consent		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Legal Obligation	No		Legal Obligation		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Public Interest	No		Public Interest		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Legal Obligation	No		Legal Obligation		Yes	
						Yes	
Laptop password protected/locked filing cabinet/locked archive room	Legal Obligation	No		Legal Obligation		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Contract	Yes		Contract		Yes	
Laptop password protected/locked filing cabinet/locked archive room	Contract	No		Contract		Yes	