	Controller									
Name and	contact details	Data Protection Officer (if applicable)		Representative (if applicable)						
Name	Sheriffhales Parish Council	Name		Name						
Address	34 Brackendale Way, Stourbridge, DY9 7HG	Address		Address						
Email	clerk@sheriffhalesparishcouncil.uk	Email		Email						
Telephone	"07419204836	Telephone		Telephone						

Telephone	"07419204836	Telephone		Telephone							
Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Article 30 Record of Processing Activities Categories of recipients	Link to contract with processor	Names of third countries or international organsations that personal data are transferred to (if applicable)	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)	Article 6 lawful basis for processing personal data
	Should soemone express an interests in an										
Point of contact for voluntary groups	activity etc.		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	As above	Public interest
Councillor private contact details	to enable them to be contacted		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)	As above	exercise of official authority
Employee information	To facilitate the employer/ employee relationship		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	As above and access to computer systems protected by passwords	contract of employment/ legal obligation/ legitimate interests
FOI applicants	to progress FOI's and keep a record		1) applicants	1) name, 2) contact details 3) enquiry	N/A	N/A	N/A	N/A	12 months after enquiry answered	As above	exercise of official authority
General public correspondence	To progress enquiries and for record keeping		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	As above	As above and in the public interest
electoral roll	record of electors		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.	As above	exercise of official authority
Applications for funding	to serve as a record of applications and grants		1) applicants 2) parish Councillors	1) names 2) contact details 3) applications 4) Financial Information 5) Payment record		David	N/A	N/A	The applications are kept in accordance with Financial record keeping for 7 years as a pament 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.	As about	Public interest
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	Privacy Notices Consent Access Request				Access Requests	Access Requests Data Protection Impact Assessments					
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	Link to Data Protection Impact Assessment	Personal Da Has a personal data breach occurred?
N/A	N/A	N/A	As above	N/A	N/A	N/A	As above	N/A	N/A	N/A	N/A
N/A	N/A	N/A	As above	N/A	N/A	N/A	As above	N/A	N/A	N/A	N/A
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	N/A	N/A
N/A	N/A	N/A	As above	N/A	N/A	N/A	As above	N/A	N/A	N/A	N/A
N/A	N/A	N/A	As above	N/A	N/A	N/A	As above	N/A	N/A	N/A	N/A
N/A	N/A	N/A	As above	N/A	South Staffordshire District Council	N/A	As above	N/A	N/A	N/A	N/A
N/A	N/A	N/A	As above	N/A	N/A	N/A	As above	N/A	N/A	N/A	N/A
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ta Breaches		Data Protection	Bill - Special Category or Criminal Conviction	and Offence data	
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	1/6	19/15	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
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