| Controller | | | | | | | | | |
|------------|---|-------------------|------------------------|--------------------------------|--|--|--|--|--|
| Name a | nd contact details | Data Protection O | fficer (if applicable) | Representative (if applicable) | | | | | |
| Name | Sheriffhales Parish Council | Name | | Name | | | | | |
| Address | 35 Kingsford Park, Sladd Lane, Wolverley, DY11 5TA | Address | | Address | | | | | |
| Email | sheriffhalesparishcouncil@gmail.com | Email | | Email | | | | | |
| Telephone | "07512202570 | Telephone | | Telephone | | | | | |

| Telephone | "07512292579 | Telephone | l | 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 | Article 9 basis for processing special category data |
| Point of contact for voluntary groups | Should soemone express an interests in an 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 | N/A |
| 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 | N/A |
| 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 | 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 | employment law/ to assess working capacity/ occupational health |
| 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 | N/A |
| 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 | N/A |
| 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 | N/A |
| 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 | N/A |
| 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 | N/A |
| 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 | Internal Auditor | 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 immediately. | As above | Public interest | N/A |
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| Legitimate interests for the processing (if applicable) | Privacy Notices 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) | Consent Link to record of consent | Access Requests Location of personal data | Data Protection Impact Assessment required? | Data Protection Impact Assessments Data Protection Impact Assessment progress | Link to Data Protection Impact Assessment | Personal Di Has a personal data breach occurred? | ata Breaches Link to record of personal data breach | Data Protection Bill Schedule 1 Condition for processing |
|---|--|--|---|---|------------------------------------|--|---|--|--|--|--|--|
| 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 | N/A | As above | N/A | N/A | N/A | As above | N/A | N/A | N/A | N/A | N/A | N/A |
| 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 | 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 | 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 | 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 | 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 | 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 | N/A | As above | N/A | N/A | N/A | As above | N/A | N/A | N/A | N/A | N/A | N/A |
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| Data Protection E | Bill - Special Category or Criminal Conviction | and Offence data | |
|--|--|--|---|
| 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 | 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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