



# Rooksdown Parish Council

## Register of Data Processing Activities

V1 March 2019 as approved

### 1 Purpose

This document lists the data processing activities undertaken by the council.

### 2 Key

- C Consent
- L Legitimate interest
- N Contractual necessity
- O Compliance with a legal obligation
- V Vital interests
- P Public interest

### 3 Register

Subject	Personal data	How held	Nature and purpose of processing	Lawful basis	Shared with	Retention
Councillors	Name, contact details	Word file, in Office 365		P, O	BDBC Demographic Services	During period of membership
	Bank details	Online bank	For payment of salary and expenses	C		During period of membership

Subject	Personal data	How held	Nature and purpose of processing	Lawful basis	Shared with	Retention
Employees	Name, contact details	HR Word docs, Office 365		N		During employment and for 2 years after
	Bank details	Online bank		C		During employment
	Employment details	HR Word doc		N	With payroll services provider	During employment and for 2 years after
Public - enquirers	Name, contact details	Email system	For reply, passing on to appropriate authorities (with permission	P		6 years
- Meeting attendees	Name, contact details	In minutes (paper and electronic)	Recorded in minutes	C		In perpetuity
Allotment applicants	Name, contact details	Excel file, paper	For contacting when an allotment becomes available, or for general news on the allotments	P		Until request for removal, person no longer available, allotment assigned
Allotment holders	Name, contact details	Excel file, paper	For contacting when an allotment becomes available, or for general news on the allotments	N		Holder list – during period of occupancy

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