Controller			
Name and contact details		**Data Protection Officer (if applicable)**	
Name	Melbourn Parish Council	**Name**	Sophie Marriage
Address	Melbourn Community Hub, 30 High Street, Melbourn, Royston, SG8 6DZ	**Address**	As previous
Email	assistantclerk@melbournparishcouncil.gov.uk	**Email**	parishclerk@melbournparishcouncil.gov.uk
Telephone	01763 263303	**Telephone**	01763 263303

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals
Finance	Payroll	N/A	Employees
Finance	Payroll	N/A	Employees
Finance	Payroll	N/A	Employees
Finance	Payroll	N/A	Employees
Human Resources	Personnel File	N/A	Employees
Human Resources	Personnel File	N/A	Employees
Human Resources	Personnel file	N/A	Employees
Human Resources	Personnel file	N/A	Employees
Human Resources	Personnel file	N/A	Employees
Human Resources	Personnel File	N/A	Councillors
Human Resources	Personnel File	N/A	Committee Members
Human Resources	Recruitment	N/A	Successful candidates
Human Resources	Recruitment	N/A	Successful candidates
Human Resources	Recruitment	N/A	Successful candidates
Human Resources	Recruitment	N/A	Successful candidates
Human Resources	Recruitment	N/A	Successful candidates
Human Resources	Recruitment	N/A	Unsuccessful candidates
Human Resources	Recruitment	N/A	Unsuccessful candidates
Human Resources	Recruitment	N/A	Unsuccessful candidates
Human Resources	Recruitment	N/A	Unsuccessful candidates
Human Resources	Recruitment	N/A	Unsuccessful candidates
Allotments	Billing	N/A	Allotment Holders
Allotments	Plot Identity	N/A	Allotment Holders
Cemeteries	Billing	N/A	Grave Plot Owners
Cemeteries	Grave Plot Identity	N/A	Grave Plot Owners
Cemeteries	Burials	N/A	Grave Plot Owners
Procurement	Financial Records	N/A	Contractors
Procurement	Outgoing Payments	N/A	Contractors
Procurement	Contractual	N/A	Contractors

Representative (if applicable)	
Name	
Address	
Email	
Telephone	

Article 30 Record of Processing Activities

Categories of personal data	Categories of recipients	Link to contract with processor	Names of third countries or international organisations 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)
Contact Details	HMRC	N/A	N/A	N/A	5 years post employment	Encrypted storage and transfer
Bank Details	HMRC	N/A	N/A	N/A	3 years post employment	Encrypted storage and transfer
Pension Details	HMRC	N/A	N/A	N/A	75 years post employment	Encrypted storage and transfer
Tax Details	HMRC	N/A	N/A	N/A	6 years post employment	Encrypted storage and transfer
Contact Details	N/A	N/A	N/A	N/A	6 years post employment	Encrypted Storage
Pay Details	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls
Annual leave details	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls
Sick leave details	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls
Performance details	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls
Contact Details		N/A	N/A	N/A		
Contact Details						
Contact details	Referee	N/A	N/A	N/A	6 years post-employment	Encrypted storage and transfer
Qualifications	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls
Employment history	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls
Ethnicity	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls
Disability details	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls
Contact details	N/A	N/A	N/A	N/A	6 months post-campaign	Encrypted storage, access controls
Qualifications	N/A	N/A	N/A	N/A	6 months post-campaign	Encrypted storage, access controls
Employment history	N/A	N/A	N/A	N/A	6 months post-campaign	Encrypted storage, access controls
Ethnicity	N/A	N/A	N/A	N/A	6 months post-campaign	Encrypted storage, access controls
Disability details	N/A	N/A	N/A	N/A	6 months post-campaign	Encrypted storage, access controls
Payment Details	N/A	N/A	N/A	N/A		
Contact Details	N/A					
Payment Details	N/A					
Contact Details						
Burial Information						
Contact Details						
Bank/ Payment Details	N/A					
Contract/ Work Agreements	N/A					

Privacy Notices						
Article 6 lawful basis for processing personal data	**Article 9 condition 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)**
Article 6(1)(c) - legal obligation	N/A	N/A	N/A	Access and rectification	No	Data Subject
Article 6(1)(c) - legal obligation	N/A	N/A	N/A	Access and rectification	No	Data Subject
Article 6(1)(c) - legal obligation	N/A	N/A	N/A	Access and rectification	No	Controller
Article 6(1)(c) - legal obligation	N/A	N/A	N/A	Access and rectification	No	Controller
Article 6(1)(b) - contract	N/A	N/A	N/A	Access and rectification	No	Data Subject
Article 6(1)(b) - contract	N/A	N/A	N/A	Access and rectification	No	Controller
Article 6(1)(b) - contract	N/A	N/A	N/A	Access and rectification	No	Controller
Article 6(1)(b) - contract	Article 9(2)(b) - employment	N/A	N/A	Access and rectification	No	Controller
Article 6(1)(b) - contract	N/A	N/A	N/A	Access and rectification	No	Controller
						Data Subject
						Data Subject
Article 6(1)(b) - contract	N/A	N/A	N/A	Access, data portability, rectification	Yes	Data subject
Article 6(1)(b) - contract	N/A	N/A	N/A	Access, data portability, rectification	Yes	Data subject
Article 6(1)(b) - contract	N/A	N/A	N/A	Access, data portability, rectification	Yes	Data subject
Article 6(1)(b) - contract	Article 9(2)(b) - employment	N/A	N/A	Access, data portability, rectification	No	Data subject
Article 6(1)(b) - contract	Article 9(2)(b) - employment	N/A	N/A	Access, data portability, rectification	No	Data subject
Article 6(1)(b) - contract	N/A	N/A	N/A	Access, data portability, rectification	Yes	Data subject
Article 6(1)(b) - contract	N/A	N/A	N/A	Access, data portability, rectification	Yes	Data subject
Article 6(1)(b) - contract	N/A	N/A	N/A	Access, data portability, rectification	Yes	Data subject
Article 6(1)(b) - contract	Article 9(2)(b) - employment	N/A	N/A	Access, data portability, rectification	No	Data subject
Article 6(1)(b) - contract	Article 9(2)(b) - employment	N/A	N/A	Access, data portability, rectification	No	Data subject

Consent	Access Requests	Data Protection Impact Assessments			Personal Dat
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	Has a personal data breach occurred?
N/A	Finance System	No	N/A	N/A	No
N/A	Finance System	No	N/A	N/A	No
N/A	Finance Pension System	No	N/A	N/A	No
N/A	Finance System	No	N/A	N/A	No
N/A	HR File	No	N/A	N/A	No
N/A	HR File	No	N/A	N/A	No
N/A	HR File	No	N/A	N/A	No
N/A	HR File	No	N/A	N/A	No
N/A	HR File	No	N/A	N/A	No
N/A	HR File				
N/A	HR Recruitment system	Yes	Completed	Link	No
N/A	HR Recruitment system	Yes	Completed	Link	No
N/A	HR Recruitment system	Yes	Completed	Link	No
N/A	HR Recruitment system	No	N/A	N/A	No
N/A	HR Recruitment system	No	N/A	N/A	No
N/A	HR Recruitment system	Yes	Completed	Link	No
N/A	HR Recruitment system	Yes	Completed	Link	No
N/A	HR Recruitment system	Yes	Completed	Link	No
N/A	HR Recruitment system	No	N/A	N/A	No
N/A	HR Recruitment system	No	N/A	N/A	No

ta Breaches	Data Protection Act 2018 - Special Category or Criminal Conviction and Offence data				
Link to record of personal data breach	Data Protection Act 2018 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	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	Sch.1, Pt.1, 1 - Employment	Article 6(1)(b) - contract	Link	Yes	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	Sch.1, Pt.1, 1 - Employment	Article 6(1)(b) - contract	Link	Yes	N/A
N/A	Sch.1, Pt.1, 1 - Employment	Article 6(1)(b) - contract	Link	Yes	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	Sch.1, Pt.1, 1 - Employment	Article 6(1)(b) - contract	Link	Yes	N/A
N/A	Sch.1, Pt.1, 1 - Employment	Article 6(1)(b) - contract	Link	Yes	N/A