MELBOURN PARISH COUNCIL

Policy: Record of Processing Activities (ROPA)

Doc. No.: 4.22 Version:

DRAFT - possible approval date 26 June 2023 Date approved:

June 2024 Review date:

Purpose: It's a legal requirement to document the council's processing activities. The documents complies the information the council has, where it is and what happens with it. It improves information governance and complies with other aspects of data protection law.

The ROPA is on a large excel spreadsheet and the numbering along the side assists the reading of the document in PDF form. The document will be regularly reviewed by council staff and any changes will be brought for consideration if needed before the review date.

Controller				
Name and co	ontact 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.u k	
Telephone	01763 263303	Telephone	01763 263303	

	Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals
1	Finance	Payroll	N/A	Employees
2	Finance	Payroll	N/A	Employees
3	Finance	Payroll	N/A	Employees
4	Finance	Payroll	N/A	Employees
5	Human Resources	Personnel File	N/A	Employees
6	Human Resources	Personnel File	N/A	Employees
7	Human Resources	Personnel file	N/A	Employees
8	Human Resources	Personnel file	N/A	Employees
9	Human Resources	Personnel file	N/A	Employees
10	Human Resources	Personnel File	N/A	Councillors
11	Human Resources	Personnel File	N/A	Committee Members
12	Human Resources	Recruitment	N/A	Successful candidates
13	Human Resources	Recruitment	N/A	Successful candidates
14	Human Resources	Recruitment	N/A	Successful candidates
15	Human Resources	Recruitment	N/A	Successful candidates
16	Human Resources	Recruitment	N/A	Successful candidates
17	Human Resources	Recruitment	N/A	Unsuccessful candidates
18	Human Resources	Recruitment	N/A	Unsuccessful candidates
19	Human Resources	Recruitment	N/A	Unsuccessful candidates
20	Human Resources	Recruitment	N/A	Unsuccessful candidates
21	Human Resources	Recruitment	N/A	Unsuccessful candidates
22	Allotments	Billing	N/A	Allotment Holders
23	Allotments	Plot Identity	N/A	Allotment Holders
24	Cemeteries	Billing	N/A	Grave Plot Owners
25	Cemeteries	Grave Plot Identity	N/A	Grave Plot Owners
26	Cemeteries	Burials	N/A	Grave Plot Owners
27	Procurement	Financial Records	N/A	Contractors
28	Procurement	Outgoing Payments	N/A	Contractors
29	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
0 Contact Details		N/A	N/A	N/A		
1 Contact Details				-		
2 Contact details	Referee	N/A	N/A	N/A	6 years post-employment	Encrypted storage and transfer
3 Qualifications	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access control
4 Employment history	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access control
5 Ethnicity	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access control
6 Disability details	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access control
7 Contact details	N/A	N/A	N/A	N/A	6 months post-campaign	Encrypted storage, access control
8 Qualifications	N/A	N/A	N/A	N/A	6 months post-campaign	Encrypted storage, access control
9 Employment history	N/A	N/A	N/A	N/A	6 months post-campaign	Encrypted storage, access controls
0 Ethnicity	N/A	N/A	N/A	N/A	6 months post-campaign	Encrypted storage, access control
1 Disability details	N/A	N/A	N/A	N/A	6 months post-campaign	Encrypted storage, access control
2 Payment Details	N/A	N/A	N/A	N/A		,
3 Contact Details	N/A		1	'		
Payment Details	N/A					
Contact Details	-77.					
Burial Information						
7 Contact Details						
Bank/ Payment Details	N/A					
Contract/ Work Agreements	N/A					
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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
i						Data Subject
2 Article 6(1)(b) - contract	N/A	N/A	N/A	Access, data portability, rectification	Yes	Data subject
3 Article 6(1)(b) - contract	N/A	N/A	N/A	Access, data portability, rectification	Yes	Data subject
4 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
6 Article 6(1)(b) - contract	Article 9(2)(b) - employment	N/A	N/A	Access, data portability, rectification	No	Data subject
7 Article 6(1)(b) - contract	N/A	N/A	N/A	Access, data portability, rectification	Yes	Data subject
8 Article 6(1)(b) - contract	N/A	N/A	N/A	Access, data portability, rectification	Yes	Data subject
9 Article 6(1)(b) - contract	N/A	N/A	N/A	Access, data portability, rectification	Yes	Data subject
O Article 6(1)(b) - contract	Article 9(2)(b) - employment	N/A	N/A	Access, data portability, rectification	No	Data subject
1 Article 6(1)(b) - contract	Article 9(2)(b) - employment	N/A	N/A	Access, data portability, rectification	No	Data subject
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Consent	Access Requests	Data Protection Impact Assessments			Personal Da
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?
1 N/A	Finance System	No	N/A	N/A	No
2 N/A	Finance System	No	N/A	N/A	No
3 N/A	Finance Pension System	No	N/A	N/A	No
4 N/A	Finance System	No	N/A	N/A	No
5 N/A	HR File	No	N/A	N/A	No
6 N/A	HR File	No	N/A	N/A	No
7 N/A	HR File	No	N/A	N/A	No
8 N/A	HR File	No	N/A	N/A	No
9 N/A	HR File	No	N/A	N/A	No
10 N/A	HR File				
11					
12 N/A	HR Recruitment system	Yes	Completed	Link	No
13 N/A	HR Recruitment system	Yes	Completed	Link	No
14 N/A	HR Recruitment system	Yes	Completed	Link	No
15 N/A	HR Recruitment system	No	N/A	N/A	No
16 N/A	HR Recruitment system	No	N/A	N/A	No
17 N/A	HR Recruitment system	Yes	Completed	Link	No
18 N/A	HR Recruitment system	Yes	Completed	Link	No
19 N/A	HR Recruitment system	Yes	Completed	Link	No
20 N/A	HR Recruitment system	No	N/A	N/A	No.
21 N/A	HR Recruitment system	No	N/A	N/A	No
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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)		
1	N/A	N/A	N/A	N/A	N/A	N/A		
2	N/A	N/A	N/A	N/A	N/A	N/A		
3	N/A	N/A	N/A	N/A	N/A	N/A		
4	N/A	N/A	N/A	N/A	N/A	N/A		
5	N/A	N/A	N/A	N/A	N/A	N/A		
6	N/A	N/A	N/A	N/A	N/A	N/A		
7	N/A	N/A	N/A	N/A	N/A	N/A		
8	N/A	Sch.1, Pt.1, 1 - Employment	Article 6(1)(b) - contract	Link	Yes	N/A		
9	N/A	N/A	N/A	N/A	N/A	N/A		
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11								
12	N/A	N/A	N/A	N/A	N/A	N/A		
13	N/A	N/A	N/A	N/A	N/A	N/A		
14	N/A	N/A	N/A	N/A	N/A	N/A		
15	N/A	Sch.1, Pt.1, 1 - Employment	Article 6(1)(b) - contract	Link	Yes	N/A		
16	N/A	Sch.1, Pt.1, 1 - Employment	Article 6(1)(b) - contract	Link	Yes	N/A		
17	N/A	N/A	N/A	N/A	N/A	N/A		
18	N/A	N/A	N/A	N/A	N/A	N/A		
19	N/A	N/A	N/A	N/A	N/A	N/A		
20	N/A	Sch.1, Pt.1, 1 - Employment	Article 6(1)(b) - contract	Link	Yes	N/A		
21	N/A	Sch.1, Pt.1, 1 - Employment	Article 6(1)(b) - contract	Link	Yes	N/A		
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Document Approval: (Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26 June 2023

Review Policy: Every 12 months