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

**Article 30 Record of Processing Activities**

| Business function | Purpose of processing | Name and contact details of joint controller (if applicable) | Categories of individuals | 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) |
|---|---|---|---|---|---|---|---|---|---|---|
| Finance | Payroll | N/A | Employees | Contact Details | HMRC | N/A | N/A | N/A | 5 years post employment | Encrypted storage and transfer |
| Finance | Payroll | N/A | Employees | Bank Details | HMRC | N/A | N/A | N/A | 3 years post employment | Encrypted storage and transfer |
| Finance | Payroll | N/A | Employees | Pension Details | HMRC | N/A | N/A | N/A | 75 years post employment | Encrypted storage and transfer |
| Finance | Payroll | N/A | Employees | Tax Details | HMRC | N/A | N/A | N/A | 6 years post employment | Encrypted storage and transfer |
| Human Resources | Personnel File | N/A | Employees | Contact Details | N/A | N/A | N/A | N/A | 6 years post employment | Encrypted Storage |
| Human Resources | Personnel File | N/A | Employees | Pay Details | N/A | N/A | N/A | N/A | 6 years post-employment | Encrypted storage, access controls |
| Human Resources | Personnel file | N/A | Employees | Annual leave details | N/A | N/A | N/A | N/A | 6 years post-employment | Encrypted storage, access controls |
| Human Resources | Personnel file | N/A | Employees | Sick leave details | N/A | N/A | N/A | N/A | 6 years post-employment | Encrypted storage, access controls |
| Human Resources | Personnel file | N/A | Employees | Performance details | N/A | N/A | N/A | N/A | 6 years post-employment | Encrypted storage, access controls |
| Human Resources | Personnel File | N/A | Councillors | Contact Details | | N/A | N/A | N/A | | |
| Human Resources | Personnel File | N/A | Committee Members | Contact Details | | | | | | |
| Human Resources | Recruitment | N/A | Successful candidates | Contact details | Referee | N/A | N/A | N/A | 6 years post-employment | Encrypted storage and transfer |
| Human Resources | Recruitment | N/A | Successful candidates | Qualifications | N/A | N/A | N/A | N/A | 6 years post-employment | Encrypted storage, access controls |
| Human Resources | Recruitment | N/A | Successful candidates | Employment history | N/A | N/A | N/A | N/A | 6 years post-employment | Encrypted storage, access controls |
| Human Resources | Recruitment | N/A | Successful candidates | Ethnicity | N/A | N/A | N/A | N/A | 6 years post-employment | Encrypted storage, access controls |
| Human Resources | Recruitment | N/A | Successful candidates | Disability details | N/A | N/A | N/A | N/A | 6 years post-employment | Encrypted storage, access controls |
| Human Resources | Recruitment | N/A | Unsuccessful candidates | Contact details | N/A | N/A | N/A | N/A | 6 months post-campaign | Encrypted storage, access controls |
| Human Resources | Recruitment | N/A | Unsuccessful candidates | Qualifications | N/A | N/A | N/A | N/A | 6 months post-campaign | Encrypted storage, access controls |
| Human Resources | Recruitment | N/A | Unsuccessful candidates | Employment history | N/A | N/A | N/A | N/A | 6 months post-campaign | Encrypted storage, access controls |
| Human Resources | Recruitment | N/A | Unsuccessful candidates | Ethnicity | N/A | N/A | N/A | N/A | 6 months post-campaign | Encrypted storage, access controls |
| Human Resources | Recruitment | N/A | Unsuccessful candidates | Disability details | N/A | N/A | N/A | N/A | 6 months post-campaign | Encrypted storage, access controls |
| Allotments | Billing | N/A | Allotment Holders | Payment Details | N/A | N/A | N/A | N/A | | |
| Allotments | Plot Identity | N/A | Allotment Holders | Contact Details | N/A | | | | | |
| Cemeteries | Billing | N/A | Grave Plot Owners | Payment Details | N/A | | | | | |
| Cemeteries | Grave Plot Identity | N/A | Grave Plot Owners | Contact Details | | | | | | |
| Cemeteries | Burials | N/A | Grave Plot Owners | Burial Information | | | | | | |
| Procurement | Financial Records | N/A | Contractors | Contact Details | | | | | | |
| Procurement | Outgoing Payments | N/A | Contractors | Bank/ Payment Details | N/A | | | | | |
| Procurement | Contractual | N/A | Contractors | Contract/ Work Agreements | N/A | | | | | |

| Business function | Purpose of processing | 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) | Consent: Link to record of consent | Access Requests: Location of personal data |
|---|---|---|---|---|---|---|---|---|---|---|
| Finance | Payroll | Article 6(1)(c) - legal obligation | N/A | N/A | N/A | Access and rectification | No | Data Subject | N/A | Finance System |
| Finance | Payroll | Article 6(1)(c) - legal obligation | N/A | N/A | N/A | Access and rectification | No | Data Subject | N/A | Finance System |
| Finance | Payroll | Article 6(1)(c) - legal obligation | N/A | N/A | N/A | Access and rectification | No | Controller | N/A | Finance Pension System |
| Finance | Payroll | Article 6(1)(c) - legal obligation | N/A | N/A | N/A | Access and rectification | No | Controller | N/A | Finance System |
| Human Resources | Personnel File | Article 6(1)(b) - contract | N/A | N/A | N/A | Access and rectification | No | Data Subject | N/A | HR File |
| Human Resources | Personnel File | Article 6(1)(b) - contract | N/A | N/A | N/A | Access and rectification | No | Controller | N/A | HR File |
| Human Resources | Personnel file | Article 6(1)(b) - contract | N/A | N/A | N/A | Access and rectification | No | Controller | N/A | HR File |
| Human Resources | Personnel file | Article 6(1)(b) - contract | Article 9(2)(b) - employment | N/A | N/A | Access and rectification | No | Controller | N/A | HR File |
| Human Resources | Personnel file | Article 6(1)(b) - contract | N/A | N/A | N/A | Access and rectification | No | Controller | N/A | HR File |
| Human Resources | Personnel File | | | | | | | Data Subject | N/A | HR File |
| Human Resources | Personnel File | | | | | | | Data Subject | | |
| Human Resources | Recruitment | Article 6(1)(b) - contract | N/A | N/A | N/A | Access, data portability, rectification | Yes | Data subject | N/A | HR Recruitment system |
| Human Resources | Recruitment | Article 6(1)(b) - contract | N/A | N/A | N/A | Access, data portability, rectification | Yes | Data subject | N/A | HR Recruitment system |
| Human Resources | Recruitment | Article 6(1)(b) - contract | N/A | N/A | N/A | Access, data portability, rectification | Yes | Data subject | N/A | HR Recruitment system |
| Human Resources | Recruitment | Article 6(1)(b) - contract | Article 9(2)(b) - employment | N/A | N/A | Access, data portability, rectification | No | Data subject | N/A | HR Recruitment system |
| Human Resources | Recruitment | Article 6(1)(b) - contract | Article 9(2)(b) - employment | N/A | N/A | Access, data portability, rectification | No | Data subject | N/A | HR Recruitment system |
| Human Resources | Recruitment | Article 6(1)(b) - contract | N/A | N/A | N/A | Access, data portability, rectification | Yes | Data subject | N/A | HR Recruitment system |
| Human Resources | Recruitment | Article 6(1)(b) - contract | N/A | N/A | N/A | Access, data portability, rectification | Yes | Data subject | N/A | HR Recruitment system |
| Human Resources | Recruitment | Article 6(1)(b) - contract | N/A | N/A | N/A | Access, data portability, rectification | Yes | Data subject | N/A | HR Recruitment system |
| Human Resources | Recruitment | Article 6(1)(b) - contract | Article 9(2)(b) - employment | N/A | N/A | Access, data portability, rectification | No | Data subject | N/A | HR Recruitment system |
| Human Resources | Recruitment | Article 6(1)(b) - contract | Article 9(2)(b) - employment | N/A | N/A | Access, data portability, rectification | No | Data subject | N/A | HR Recruitment system |
| Allotments | Billing | | | | | | | | | |
| Allotments | Plot Identity | | | | | | | | | |
| Cemeteries | Billing | | | | | | | | | |
| Cemeteries | Grave Plot Identity | | | | | | | | | |
| Cemeteries | Burials | | | | | | | | | |
| Procurement | Financial Records | | | | | | | | | |
| Procurement | Outgoing Payments | | | | | | | | | |
| Procurement | Contractual | | | | | | | | | |

| Business function | Purpose of processing | Data Protection Impact Assessments: Data Protection Impact Assessment required? | Data Protection Impact Assessment progress | Link to Data Protection Impact Assessment | Personal Data Breaches: Has a personal data breach occurred? | Link to record of personal data breach | Data Protection Act 2018 - Special Category or Criminal Conviction and Offence data: 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) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Finance | Payroll | No | N/A | N/A | No | N/A | N/A | N/A | N/A | N/A | N/A |
| Finance | Payroll | No | N/A | N/A | No | N/A | N/A | N/A | N/A | N/A | N/A |
| Finance | Payroll | No | N/A | N/A | No | N/A | N/A | N/A | N/A | N/A | N/A |
| Finance | Payroll | No | N/A | N/A | No | N/A | N/A | N/A | N/A | N/A | N/A |
| Human Resources | Personnel File | No | N/A | N/A | No | N/A | N/A | N/A | N/A | N/A | N/A |
| Human Resources | Personnel File | No | N/A | N/A | No | N/A | N/A | N/A | N/A | N/A | N/A |
| Human Resources | Personnel file | No | N/A | N/A | No | N/A | N/A | N/A | N/A | N/A | N/A |
| Human Resources | Personnel file | No | N/A | N/A | No | N/A | Sch.1, Pt.1, 1 - Employment | Article 6(1)(b) - contract | Link | Yes | N/A |
| Human Resources | Personnel file | No | N/A | N/A | No | N/A | N/A | N/A | N/A | N/A | N/A |
| Human Resources | Personnel File | | | | | | | | | | |
| Human Resources | Personnel File | | | | | | | | | | |
| Human Resources | Recruitment | Yes | Completed | Link | No | N/A | N/A | N/A | N/A | N/A | N/A |
| Human Resources | Recruitment | Yes | Completed | Link | No | N/A | N/A | N/A | N/A | N/A | N/A |
| Human Resources | Recruitment | Yes | Completed | Link | No | N/A | N/A | N/A | N/A | N/A | N/A |
| Human Resources | Recruitment | No | N/A | N/A | No | N/A | Sch.1, Pt.1, 1 - Employment | Article 6(1)(b) - contract | Link | Yes | N/A |
| Human Resources | Recruitment | No | N/A | N/A | No | N/A | Sch.1, Pt.1, 1 - Employment | Article 6(1)(b) - contract | Link | Yes | N/A |
| Human Resources | Recruitment | Yes | Completed | Link | No | N/A | N/A | N/A | N/A | N/A | N/A |
| Human Resources | Recruitment | Yes | Completed | Link | No | N/A | N/A | N/A | N/A | N/A | N/A |
| Human Resources | Recruitment | Yes | Completed | Link | No | N/A | N/A | N/A | N/A | N/A | N/A |
| Human Resources | Recruitment | No | N/A | N/A | No | N/A | Sch.1, Pt.1, 1 - Employment | Article 6(1)(b) - contract | Link | Yes | N/A |
| Human Resources | Recruitment | No | N/A | N/A | No | N/A | Sch.1, Pt.1, 1 - Employment | Article 6(1)(b) - contract | Link | Yes | N/A |
| Allotments | Billing | | | | | | | | | | |
| Allotments | Plot Identity | | | | | | | | | | |
| Cemeteries | Billing | | | | | | | | | | |
| Cemeteries | Grave Plot Identity | | | | | | | | | | |
| Cemeteries | Burials | | | | | | | | | | |
| Procurement | Financial Records | | | | | | | | | | |
| Procurement | Outgoing Payments | | | | | | | | | | |
| Procurement | Contractual | | | | | | | | | | |