Controller																			
Name and contact details		**Data Protection Officer (if applicable)**		**Representative (if applicable)**			**Document Adopted**												
Name	SARAH GRESTY	**Name**		**Name**					Updated 3.9.2026										
Address	C/O VILLAGE HALL, RYHALL PE9 4HR	**Address**		**Address**															
Email	clerk@ryhallparishcouncil.gov.uk	**Email**		**Email**															
Telephone	7718900848	**Telephone**		**Telephone**															
Article 30 Record of Processing Activities											**Privacy Notices**							**Consent**	**Access**
Business function	**Purpose of processing**	**Identity and contact details of joint controller (if applicable)**	**Categories of individuals**	**Categories of personal data**	**Categories of recipients Others that we share data with**	**Link to contract with processor Our data processors**	**Identitys 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)**	**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)**	**Link to record of consent**	**Location of personal data**
Finance	Payroll	Maxwealth Ltd/HMRC	Employees	Identity, Contact info, bank details, pension and tax	Employee, Council, Wages controller, HMRC	Maxwealth Ltd	N/A	N/A	while valid	Encrypted storage and transfer	Article 6(1)(c) - legal obligation	N/A	N/A	N/A	Access and rectification	No	Data subject	N/A	Finance payroll system
Finance	Accounts/Audit	Max Welath Ltd	recipient/Contractors	Identity, address, email, bank details	LRALC Auditors/Maxwealth/Contractor	N/A	N/A	N/A	8 years	Password / locked cabinet	Contract / legal obligation / public interest	N/A	N/A	N/A	Access and rectification	No	Controller	N/A	email, hardrive, hard copy
Finance/public interest	Grant Applications & Requests	N/A	recipient/Contractors	Identity, address, email, bank details	Clerk, Council	N/A	N/A	N/A	3 years	Password / locked cabinet	Public interest	N/A	N/A	N/A	Access and rectification	No	Controller	N/A	Filing cabinet / email / hard drive/microsoft 365
Finance	bank mandate	Unity Trust Bank	bank/councillor/council	Identity, address, email, bank details	Unity Trust Bank	N/A	N/A	N/A	6 years	Password / locked cabinet	Contract / legal obligation / public interest	N/A	N/A	N/A	Access and rectification	No	Controller	N/A	Filing cabinet / email / hard drive/microsoft 365
Human Resources	Personnel file	N/A	Employees	Contact details	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage	Article 6(1)(b) - contract	Employment, social security and social protection	N/A	N/A	Access and rectification	No	Data subject	N/A	HR personnel system
Human Resources	Personnel file	N/A	Employees	Pay details/ Annual leave/ Sick leave/performance	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls	Article 6(1)(b) - contract	Employment, social security and social protection	N/A	N/A	Access and rectification	No	Controller	N/A	HR personnel system
Human Resources	Recruitment	N/A	Successful candidates	Contact details	Referee	N/A	N/A	N/A	6 years post-employment	Encrypted storage and transfer	Article 6(1)(b) - contract	employment	N/A	N/A	Access, data portability, rectification	Yes	Data subject	N/A	HR Recruitment system
Human Resources	Recruitment	N/A	Successful candidates	Qualifications/ employment history/Ethnicity/Disability/Contact detail	N/A	N/A	N/A	N/A	6 years post-employment	Encrypted storage, access controls	Article 6(1)(b) - contract	Employment, social security and social protection	N/A	N/A	Access, data portability, rectification	Yes	Data subject	N/A	HR Recruitment system
Human Resources	Recruitment	N/A	Unsuccessful candidates	Qualifications/ employment history/Ethnicity/Disability/Contact detail	N/A	N/A	N/A	N/A	6 months post-campaign	Encrypted storage, access controls	Article 6(1)(b) - contract	N/A	N/A	N/A	Access, data portability, rectification	Yes	Data subject	N/A	HR Recruitment system

Correspondence	Management	N/A	resident/councillor/employee/contractor/recipient	Identitys, addresses, email, phone	to the intended recipient/council meeting OTHER POSSIBLES	N/A	microsoft 365	microsoft 365	As long as necessary	Password/encryption	Public interest / legal obligation / contract	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	email server/hard drive/hard copy/365 cloud storage
Phone message/Phone Calls	Management	N/A	resident/councillor/employee/contractor/recipient	Identitys, addresses, email, phone	to the intended recipient/council meeting	N/A	N/A	N/A	Until actioned	None	Public interest / contract / legal obligation	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	email server/hard drive/hard copy/365 cloud storage
Whattsapp	Management	parish council	councillors/clerk/volunteers	Identitys, phone numbers whattsapp	N/A	N/A	N/A	N/A	7 days auto deletion	whattsapp	Management	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	personal phones
Lease agreements	Management	N/A	contractor/recipient	Identitys, addresses, email, phone	Clerk, council, solicitor	N/A	N/A	N/A	12 years	Password / locked cabinet	Contract / legal obligation / public interest	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	email server/hard drive/hard copy/365 cloud storage
Insurance documents	Management	Clear Insurance	resident/council/employee/contractor	Identitys, addresses, email, phone	Clerk, Council, insurers	N/A	N/A	N/A	6 years	Password / locked cabinet	Contract / legal obligation / public interest	N/A	N/A	N/A	Access, data portability, rectification	No	Controller	N/A	email server/hard drive/hard copy/365 cloud storage
Consent forms	Management	N/A	Residents	Identity, address, email, bank details	Clerk, Council	N/A	N/A	N/A	6 years	Password / locked cabinet	Contract / legal obligation / public interest	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	email server/hard drive/hard copy/365 cloud storage
Newsletters	Management	NHP Steering Group	resident/councillor/employee/contractor/recipient	Identitys, addresses, email, phone/contractors	to the intended recipient/council meeting	N/A	N/A	N/A	As long as necessary	Password / locked cabinet	Public interest	N/A	N/A	N/A	Access, data portability, rectification	No	Controller	N/A	email server/hard drive/hard copy/365 cloud storage
Neighbourhood Plan Questionnaires	Management	Village News Editor	resident	Identitys, addresses, email, phone/contractors	to the intended recipient/NHP Steering Group/Council	N/A	N/A	N/A	As long as necessary	Password / locked cabinet/details detached from questionnairs making them anomous	Public interest	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	email server/hard drive/hard copy/365 cloud storage
Electoral Roll	Public record / management	N/A	resident/councillor	email address, persons Identity	Clerk,council	N/A	N/A	N/A	1 year	Password / locked cabinet	Management	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	hard copy/hard drive
Council contact details	Management	N/A	resident/councillor/employee/contractor/recipient	email address, persons Identity	Clerk,council	N/A	N/A	N/A	6 years	Password / locked cabinet	Management	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	email server/hard drive/hard copy/365 cloud storage
Councillors acceptance of office forms/Register of Interests	Councillor	Rutland County Council	councillor/clerk/monitoring officer	Identitys, addresses, email, phone	Monitoring Officer,council	Rutland County Council	N/A	N/A	Term of Office	Password / locked cabinet	Legal Obligation	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	email server/hard drive/hard copy/365 cloud storage
Correspondence	Unrequested correspondence	N/A	Resident/Council/clerk/sender/recepient	Identitys, addresses, email, phone	to the intended recipient/council meeting	N/A	N/A	N/A	Until actioned	Locked cabinet	Legal obligation / public interest	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	email server/hard drive/hard copy/365 cloud storage
Cemetery Burials map/register/EROB	Legal requirement	Local Authority	Burial Administrator/Clerk/council	Identity, address	Clerk/Registrar	N/A	N/A	N/A	Indefinitely	ledger/locked cabinet	Public interest / legal obligation	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	ledger/filing cabinet

Agenda	Legal requirement	N/A	Residents/council	Contact details	to the intended recipient/council meeting	N/A	N/A	N/A	Indefinitely	Password / locked cabinet	Legal obligation	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	email server/hard drive/hard copy/365 cloud storage/website
Minutes	Legal requirement	N/A	Residents/council	Identity, address	to the intended recipient/council meeting	N/A	N/A	N/A	Indefinitely	Password / locked cabinet	Legal obligation	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	email server/hard drive/hard copy/365 cloud storage/website
Accident Book	Legal requirement	N/A	Residents/council	Identity, address, bank details	Clerk,council	N/A	N/A	N/A	3 years	ledger/locked cabinet	Legal obligation	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	ledger/filing cabinet
Planning applications	Consultation	Rutland County Council /Parish Online	Resident/council/ RCC	house and personal details	Rutland County Council/council/ Parish Online	Rutland County Council	N/A	N/A	Until completed	Password / locked cabinet	Public interest	N/A	N/A	N/A	Access, data portability, rectification	No	Controller	N/A	email server/hard drive/hard copy/365 cloud storage/website
Photographs	Public record	N/A	Resident/Cllr/Employee/Contractor	Residents/councillors/employee/contractors	Clerk, Council	N/A	N/A	N/A	As long as necessary	Password / locked cabinet	Consent	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	email server/hard drive/hard copy/365 cloud storage/website
Emergency plan	Public record	N/A	Councillor/residents/contractor/,emergency services	Contact Identitys, phone, email	Clerk, council	N/A	N/A	N/A	Term of plan	Password / locked cabinet	Consent	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	email server/hard drive/hard copy/365 cloud storage/website
Lease Agreements	Contracts	N/A	contractor/recipient/council	Contact Identitys, phone, email	clerk/council/solicitor	N/A	N/A	N/A	12 years	Password / locked cabinet	Contract	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	email server/hard drive/hard copy/365 cloud storage/website
Contractors insurance documents	Contracts	N/A	contractor/council	Contact Identitys, phone, email	clerk/council	N/A	N/A	N/A	6 years	Password / locked cabinet	Contract	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	email server/hard drive/hard copy/365 cloud storage/website
Allotment Committee details	Contracts	Allotment Committee	council	Contact Identitys, phone, email	clerk/council	N/A	N/A	N/A	Term of Office	Password / locked cabinet	Contract / legal obligation / public interest	N/A	N/A	N/A	Access, data portability, rectification	No	Data subject	N/A	email server/hard drive/hard copy/365 cloud

Data Protection Impact			**Personal Data**		**Data Protection Act 2018 - Special Category or Criminal**				
Data Protection Impact Assessment required?	**Data Protection Impact Assessment progress**	**Link to Data Protection Impact Assessment**	**Has a personal data breach occurred?**	**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)**
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
Yes	Completed	Link	No	N/A	N/A	N/A	N/A	N/A	N/A
Yes	Completed	Link	No	N/A	N/A	N/A	N/A	N/A	N/A
Yes	Completed	Link	No	N/A	N/A	N/A	N/A	N/A	N/A

No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A

No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A