West Itchenor Parish Council

Record of Processing Activities (Article 30 UK GDPR)

Controller: West Itchenor Parish Council

Clerk (Data Protection Lead): Mrs Carol Smith

Date of Record: 02 March 2026

Next Review: March 2028

1. Democratic Governance & Civic Administration

Purpose: To conduct statutory parish council functions including meetings, agenda publication, minutes, correspondence, and consultation responses affecting West Itchenor.

Data Subjects: Residents, electors, correspondents, councillors, complainants, consultees.

Personal Data: Names, addresses, email addresses, telephone numbers, written representations, public statements made at meetings, signatures where required.

Lawful Basis: Public task; Legal obligation.

Recipients: District and County Council, planning authorities, auditors, website provider.

Retention: Signed minutes – Permanent; Agendas & papers – 6 years; Correspondence – 6 years.

Security: Password-protected devices, secure email accounts, locked filing storage, role-based access.

2. Financial Management & Audit

Purpose: To manage council finances, payments, audit, and statutory accounting requirements.

Data Subjects: Suppliers, contractors, grant applicants, employees (if applicable), councillors (expenses).

Personal Data: Names, addresses, bank details, invoices, payment records, NI numbers (employees only).

Lawful Basis: Legal obligation; Contract.

Recipients: Internal/External Auditor, HMRC, payroll provider (if applicable), banking provider.

Retention: Accounts and invoices – 6 years; Employers' Liability certificates – 40 years.

Security: Restricted access to bank details, secure online banking authentication, locked storage.

3. Staff & Councillor Administration

Purpose: Employment administration, payroll, training and governance compliance.

Data Subjects: Employees, job applicants, councillors.

Personal Data: Contact details, employment history, payroll information, pension details, training records, declarations of interest.

Special Category Data (where applicable): Health data (sickness records).

Lawful Basis: Contract; Legal obligation; Public task.

Recipients: Payroll provider, pension provider, HMRC, Monitoring Officer.

Retention: Employment records – 6 years after departure; Unsuccessful applicants – 1 year; Register of Interests – While in office.

Security: Access limited to Clerk; confidential digital storage; secure disposal.

4. Community Engagement & Communications

Purpose: To communicate with West Itchenor residents about council activities, consultations, local matters including The Common, and community updates.

Data Subjects: Residents, newsletter subscribers, survey respondents.

Personal Data: Names, email addresses, survey responses, communication preferences.

Lawful Basis: Consent (newsletter/email updates); Public task (consultations).

Recipients: Email distribution platform (if used), website provider.

Retention: Mailing list – Until unsubscribed + 2 years; Survey responses – 2 years then anonymised.

Security: Suppression list maintained; restricted access to mailing lists.

5. Website & IT Systems

Purpose: To operate the council website and maintain IT security.

Data Subjects: Website users, correspondents.

Personal Data: IP addresses, contact form submissions, cookie preferences, system logs.

Lawful Basis: Public task; Consent (non-essential cookies).

Recipients: Website host, IT support provider.

Retention: Website logs – Up to 2 years; Cookie consent logs – As required for compliance.

Security: Secure hosting, SSL encryption, password protection, regular updates.

6. Management of The Common (Council-Owned Land)

Purpose: Management, maintenance, and protection of The Common in West Itchenor, including contractor management, incident reporting, and community liaison.

Data Subjects: Contractors, residents reporting issues, volunteers.

Personal Data: Names, contact details, correspondence, contractor payment records.

Lawful Basis: Public task; Contract.

Recipients: Maintenance contractors, insurers (if required), enforcement bodies where applicable.

Retention: Contractor records – 6 years after contract end; Incident reports – 6 years.

Security: Controlled access to records; secure financial documentation; restricted electronic access.

General Technical & Organisational Measures

- Password-protected devices and secure council email accounts.
- Two-factor authentication where available.
- Locked storage for paper files.
- Regular backups.
- Secure disposal of confidential waste.
- Data breach log and reporting procedure.
- Councillor data protection awareness training.