

# Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

## Data Processing Log

| Data Object                           | Nature and Purpose of processing                                                                                                                                                                                                                                                                        | Data Type:<br>Data Source                                                     | Data Subject                                                                                        | Lawful basis for processing      | Country where data is processed | Data Controls                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Planning Application                  | Published by the Planning Authority and shared with Parish Council for consultation. Clerk emails application and decision notices to Parish Councillors. Published with agenda and minutes, and discussed in open forum. Parish Council comments on application and submits them to Planning Authority | Name, Address, Contact details:<br><br>Principal authority; residents; public | Planning applicant, Other members of the public speaking in open public session at council meetings | Compliance with legal obligation | UK                              | <ul style="list-style-type: none"> <li>• Clerk to check all information and ensure sensitive personal data is redacted before sharing or publishing.</li> <li>• Agenda and minutes to include only what is necessary to identify and discuss the application or decision.</li> <li>• Any correspondence between PC and applicant to be in accordance with data protection principles, and to be deleted within two years.</li> </ul> |
| Electoral roll                        | Provided electronically to Clerk at election time for election purposes only                                                                                                                                                                                                                            | Name, address, marital status:<br><br>Principal authority                     | Parish Residents                                                                                    | Compliance with legal obligation | UK                              | <ul style="list-style-type: none"> <li>• Clerk to retain in a secure place. Not to be shared. File is password protected.</li> <li>• Members of the public to be directed to Principal Authority for any electoral roll queries.</li> </ul>                                                                                                                                                                                          |
| Parish Newsletter<br>Resident Surveys | Inform residents and gain views of residents                                                                                                                                                                                                                                                            | Name, Address, Contact details:                                               | Parish Residents                                                                                    | Consent                          | UK                              | <ul style="list-style-type: none"> <li>• Administrator to retain in a secure place and obtain consent form.</li> </ul>                                                                                                                                                                                                                                                                                                               |

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|-------------------|----------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   |                                                                | Residents                                                                       |                                       |                                              |                                 | <ul style="list-style-type: none"> <li>Not to be used for other purposes unless further consent is given.</li> </ul>                                                                                                                                                                                                      |
| Parish Newsletter | Providing News items                                           | Name,<br>Photographs:<br>Parish Residents<br>Members of Public                  | Parish Residents<br>Members of Public | Consent                                      | UK                              | <ul style="list-style-type: none"> <li>Administrator to retain in a secure place and obtain consent form.</li> <li>Not to be used for other purposes unless further consent is given.</li> </ul>                                                                                                                          |
| Parish Newsletter | Advertising                                                    | Name, Contact detail, Financial detail:<br><br>Members of Public and Businesses | Members of Public and Businesses      | Contractual Consent                          | UK                              | <ul style="list-style-type: none"> <li>Administrator to retain contract in a secure place.</li> <li>Not to be used for other purposes unless further consent is given.</li> </ul>                                                                                                                                         |
| Website           | Information relating to the Parish is published on the website | Names,<br>Photographs<br><br>Residents,<br>Members of Public and Businesses     | Parish Residents<br>Members of public | Consent.<br>Compliance with legal obligation | UK                              | <ul style="list-style-type: none"> <li>Photographs of individuals are not to be published on the website without the express permission of the individual.</li> <li>Consent forms held in a secure place.</li> <li>Photographs to be deleted after a maximum of two years and no copy to be retained by the PC</li> </ul> |

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|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Councillor details                                                         | Clerk retains contact details, gathered for election purposes and published in accordance with Transparency Code and Code of Conduct | Name, address, contact details, and disclosable pecuniary interests<br><br>Parish Councillors                                                 | Parish Councillors                                                  | Compliance with legal obligation                      | UK                              | <ul style="list-style-type: none"> <li>• Details published on website in accordance with statutory requirements.</li> <li>• Data held in a secure place and deleted when a councillor retires from office.</li> <li>• Requests for this data from third parties shall be referred to the website.</li> </ul>                                                                                                                                      |
| Correspondence relating to parish matters which may contain personal data. | May relate to Council Services, Council performance, request for service, reporting issues or making complaints                      | Name, address, contact details, with possible sensitive personal data:<br>Parish Residents<br>Members of public<br>Other bodies or businesses | Parish Residents<br>Members of public<br>Other bodies or businesses | Public interest.<br>Compliance with legal obligation  | UK                              | <ul style="list-style-type: none"> <li>• The Privacy Notice shall be provided to any person who contacts the Council and published on the website.</li> <li>• Any correspondence received by the Council which contains personal data will be retained for a maximum of two years</li> <li>• Data held in a secure place.</li> <li>• Data shall not be shared with any third party without the express permission of the data subject.</li> </ul> |
| Minutes containing Council Public Forum                                    | Matters raised by members of the public at Council meetings.                                                                         | Names and possibly other information:                                                                                                         | Parish Residents<br>Members of public<br>Councillors                | Public interest.<br>Compliance with legal obligation. | UK                              | <ul style="list-style-type: none"> <li>• Clerk to avoid inclusion of personal data in agenda or minutes.</li> </ul>                                                                                                                                                                                                                                                                                                                               |

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|-----------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                 | Minutes include a record of discussion as required by Local Government legislation    | Parish Residents<br>Members of the Public Councillors                                 |                                                 |                                                       |                                 | <ul style="list-style-type: none"> <li>Personal data or potential identifiers that cannot be avoided shall be kept to a minimum.</li> <li>Members of the public who attend the public forum or the annual meeting should be informed by the Chair that the issue may be included in public minutes, and should give their consent to this before the discussion (consent to be implied as Chair gives the members of the public the chance to withdraw from the meeting if they wish).</li> </ul> |
| Contact with public in response to requests made at PC meetings | Letter, email to residents asking them to perform actions (e.g. trim trees or hedges) | Name and Contact details, possibly other personal data:<br><br>Councillors, Residents | Parish Residents<br>Members of public           | Compliance with legal obligation;<br>Public interest  | UK                              | <ul style="list-style-type: none"> <li>Copy to be retained for a maximum of two years.</li> <li>Information shall not be shared with any third party without express permission of the data subject.</li> </ul>                                                                                                                                                                                                                                                                                   |
| Council Contracts and Services                                  | Correspondence with providers regarding provision of and payment for goods, works and | Name and contact details, financial details, education                                | Service Providers<br>Contractors<br>Consultants | Compliance with legal obligation;<br>Public interest; | UK                              | <ul style="list-style-type: none"> <li>Copy to be retained and held in a secure place, for 7 years after contract termination.</li> </ul>                                                                                                                                                                                                                                                                                                                                                         |

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|-------------------------|---------------------------------------------|---------------------------------------------------------------------------|--------------|-------------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | services required by the Council.           | qualifications and skills:<br><br>Providers<br>Prospective providers      |              | Contractual necessity                     |                                 |                                                                                                                                                                                                              |
| Employment Applications | Application forms and CVs for Job Vacancies | Personal details which may be sensitive<br><br>Job Application Form<br>CV | Applicants   | Contractual Necessity;<br>Public Interest | UK                              | <ul style="list-style-type: none"> <li>• Clerk to keep paper applications secure and collect any copies from Councillors provided for interview.</li> <li>• Held for 6 months and then destroyed.</li> </ul> |

Completed by: *Anna Morris*

Clerk to the Parish Council.

Date: 2 March 2026

Reviewed:

Next Review Date: March 2027