

EAST GOSCOTE PARISH COUNCIL

Record of Processing Activities (Article 30, UK GDPR)



Approved by:	Full Council	Date: 16.2.26
Last reviewed:	New Document (data audit approved Sept 25)	
Next review due:	February 2027	

Controller: East Goscote Parish Council

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Data Protection Lead: Clerk (no statutory DPO required for parish councils)

1. Payroll Administration

Purpose of processing

Administration of staff payroll, payment of salaries, and statutory reporting.

Categories of data subjects

Employees

Categories of personal data

Contact details, bank details, payroll information, tax and NI data

Categories of recipients

HMRC; payroll provider (if applicable)

International transfers

None

Retention

8 years after employment ends

Legal basis

Performance of contract; legal obligation (employment law, HMRC reporting)

Security measures

Appropriate technical and organisational measures are in place.

2. Employment and HR Management

Purpose

Management of employment relationships, compliance with employment law, equality monitoring, and internal administration.

Data subjects

Employees

Personal data

Contact details, employment records, qualifications, performance information, emergency contacts, special category data where required by law

Recipients

HMRC; pension providers; internal management

International transfers

None

Retention

8 years after employment ends

Legal basis

Legal obligation; performance of contract; substantial public interest (where applicable)

Security

Appropriate technical and organisational measures are in place.

3. Councillor Governance and Statutory Registers

Purpose

Discharge of statutory functions, publication of Register of Interests, communication with councillors.

Data subjects

Councillors and (for ROIs) their partners

Personal data

Names, addresses, contact details, bank details (for allowances), Register of Interests information

Recipients

Charnwood Borough Council; members of the public (for ROIs)

International transfers

None

Retention

Until end of term; ROIs retained and published as required by law

Legal basis

Legal obligation; performance of public task

Security

Appropriate technical and organisational measures are in place.

4. Volunteer Management

Purpose

Communication with volunteers and coordination of volunteer activities.

Data subjects

Volunteers (e.g., tree warden)

Personal data

Names, contact details, consent records

Recipients

None

International transfers

None

Retention

Until resignation

Legal basis

Consent; public task

Security

Appropriate technical and organisational measures are in place.

5. Contractor and Supplier Administration

Purpose

Payment of contractors and verification of qualifications.

Data subjects

Contractors and suppliers

Personal data

Bank details, qualifications, contact details

Recipients

None

International transfers

None

Retention

Until contract ends

Legal basis

Performance of contract

Security

Appropriate technical and organisational measures are in place.

6. Resident Correspondence

Purpose

Responding to resident enquiries, complaints, and service requests.

Data subjects

Residents and members of the public

Personal data

Names, contact details, correspondence content (may include sensitive data depending on subject)

Recipients

Potentially external bodies depending on the nature of the correspondence

International transfers

None

Retention

5 years

Legal basis

Public task; legal obligation

Security

Appropriate technical and organisational measures are in place.

7. Facility Hire Administration (Village Hall)

Purpose

Managing bookings and maintaining records of hall usage.

Data subjects

Hirers of the Village Hall

Personal data

Names, contact details, booking information

Recipients

None

International transfers

None

Retention

2 years

Legal basis

Public task

Security

Appropriate technical and organisational measures are in place.

8. Tennis Membership Administration

Purpose

Managing tennis court memberships and communication with members.

Data subjects

Tennis members

Personal data

Names, contact details

Recipients

None

International transfers

None

Retention

2 years

Legal basis

Public task; consent (where applicable)

Security

Appropriate technical and organisational measures are in place.

9. Football Team Contact Management

Purpose

Communication with football managers and coordination of pitch use.

Data subjects

Football team managers

Personal data

Names, contact details

Recipients

None

International transfers

None

Retention

12 months

Legal basis

Public task

Security

Appropriate technical and organisational measures are in place.

10. Events Administration

Purpose

Managing event participation and communication.

Data subjects

Event participants

Personal data

Names, contact details (may include sensitive data depending on event)

Recipients

None

International transfers

None

Retention

Only for the duration of the event

Legal basis

Public task

Security

Appropriate technical and organisational measures are in place.

11. Memorial Applications

Purpose

Administration of memorial requests and cemetery records.

Data subjects

Applicants and families

Personal data

Names, contact details, memorial details

Recipients

None

International transfers

None

Retention

Indefinite (as part of statutory cemetery records)

Legal basis

Public task; legal obligation

Security

Appropriate technical and organisational measures are in place.

12. Publicity and Communications (Website, Social Media, Long Furrow)

Purpose

Public communication, promotion of council activities, publication of images.

Data subjects

Residents, event participants, councillors, members of the public

Personal data

Photographs, names, contact details (where provided)

Recipients

Social media platforms; Long Furrow magazine; website visitors

International transfers

Possible via social media platforms (standard platform safeguards apply)

Retention

Until advised otherwise (for photographs); generic images retained as needed

Legal basis

Consent (for identifiable photographs); public task (for generic publicity)

Security

Appropriate technical and organisational measures are in place.

13. Generic Images for Publicity

Purpose

Use of copyright-free images for council communications.

Data subjects

None (no personal data)

Personal data

N/A

Recipients

Social media; Long Furrow; website visitors

International transfers

Possible via social media platforms

Retention

As required

Legal basis

Public task

Security

Appropriate technical and organisational measures are in place.

Signed.....

(Chair)

Date.....