

EAST GOSCOTE PARISH COUNCIL

Record of Processing Activities (Article 30, UK GDPR)



Approved by:	Full Council	Date: 21.9.26
Last reviewed:	February 2026 (data audit approved Sept 25)	
Next review due:	September 2027	

Controller: East Goscote Parish Council

Address: Parish Office, Village Hall, Long Furrow, East Goscote, LE7 3ZL

Telephone: 0116 260 2202

Email: clerk@eastgoscote-pc.gov.uk

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

1. Payroll Administration

Purpose Administration of staff payroll, salary payments, and statutory reporting.

Data subjects Employees

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

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 Locked cabinet; password-protected systems; appropriate technical and organisational measures.

2. Employment and HR Management

Purpose Management of employment relationships, compliance with employment and equality law, 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 Password-protected systems; locked storage; appropriate technical and organisational measures.

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; public task

Security Password-protected systems; ROIs publicly available as required.

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 Password-protected systems; appropriate technical and organisational measures.

5. Contractor and Supplier Administration

Purpose Payment of contractors, verification of qualifications, tender administration.

Data subjects Contractors and suppliers

Personal data Bank details, qualifications, contact details, tender/quote documentation

Recipients Local authority (where required for tender compliance)

International transfers None

Retention Bank details/qualifications: until contract ends Tenders/quotes: 12 years following works

Legal basis Performance of contract; legal obligation (statutory functions)

Security Locked cabinet; password-protected systems.

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)

Recipients External bodies depending on the nature of the correspondence

International transfers None

Retention 5 years

Legal basis Public task; legal obligation

Security Locked cabinet; password-protected emails.

7. Local Issue Correspondence

Purpose Handling local authority matters, consultations, and issue-specific communication.

Data subjects Residents; local authorities

Personal data Names, contact details, correspondence content (may include sensitive data)

Recipients External bodies depending on subject matter

International transfers None

Retention As long as required for the issue

Legal basis Public task; legal obligation

Security Locked cabinet; password-protected systems.

8. 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 Password-protected systems.

9. 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 Password-protected systems.

10. 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 Password-protected systems.

11. 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 Password-protected systems.

12. 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 (statutory cemetery records)

Legal basis Public task; legal obligation

Security Locked cabinet; password-protected systems.

13. 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

Retention Photographs retained until advised otherwise; generic images retained as needed

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

Security Password-protected systems; appropriate technical and organisational measures.

14. 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 Password-protected systems.

Signed.....

(Chair)

Date.....