

The document comprises the internal register of processing activities - Schedule of Processing, Personal Data and Data Subjects. The Lawful Basis under which the Council uses this data is in fulfilling the role of Public Task as defined by GDPR. Where an additional Lawful Basis applies, this is also listed

**Mailchimp email distribution system**

**Lawful Basis: Public Task; Consent**

Description	Details
Subject matter of the processing	Emailing Parish Council news items
Duration of the processing	Periodic (approx. monthly) and ongoing activity
Nature and purposes of the processing	<p>Emailing Parish Council news items using Mailchimp email distribution tool.</p> <p>Data held on Mailchimp server, according to Mailchimp Data protection policy. Self registration of email addresses by individuals (residents), unless requested to be entered on the system on their behalf (in writing)</p> <p>See Data Privacy Policy for details of access, retention and destruction.</p>
Type of Personal Data	Email addresses
Categories of Data Subject	Any individual who wishes to register for receipt of New items: Staff, councillors, suppliers, members of the public
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	See Data Privacy Policy for details of access, retention and destruction.

**Emergency Plan**  
**Lawful Basis: Public Task; Consent**

Description	Details
Subject matter of the processing	Maintaining the Emergency Plan for the Parish
Duration of the processing	Periodic (approx. annually) and ongoing activity
Nature and purposes of the processing	<p>Communication by individuals (residents) indicating willingness to assist, or requiring assistance – Details of those persons held in confidence. Distribution restricted as follows:</p> <p>a) Emergency co-ordinator &amp; key holder information: Emergency co-ordinators &amp; key holders; PC website; Emergency building committees; Environment Agency; ‘Get Prepared’ website</p> <p>b) Confidential data (vulnerable people &amp; those able to assist): Emergency co-ordinators; Parish Councillors</p> <p>See Data Privacy Policy for details of access, retention and destruction.</p>
Type of Personal Data	Email, phone nos, addresses
Categories of Data Subject	Staff, councillors, suppliers, members of the public
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	See Data Privacy Policy for details of access, retention and destruction.

**Parish Council Correspondence**  
**Lawful Basis: Public Task**

Description	Details
Subject matter of the processing	PC correspondence: Communication by individuals (residents), councillors & suppliers
Duration of the processing	Continuous and ongoing activity
Nature and purposes of the processing	<p>Records pertaining to: Active and historic correspondence to and from residents; Councillor details (Contact details, Declarations of Interest, Expense records etc); Contract details (suppliers etc).</p> <p>Parish Councillors receive relevant communications (the 'data') requiring Council briefing/decision making.</p> <p>See Data Privacy Policy for details of access, retention and destruction.</p>
Type of Personal Data	Email, phone nos, addresses
Categories of Data Subject	Staff, councillors, suppliers, members of the public
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	See Data Privacy Policy for details of access, retention and destruction.

**Electoral Register**  
**Lawful Basis: Public Task; Consent**

Description	Details
Subject matter of the processing	Voting eligibility of individuals
Duration of the processing	Periodic (approx. annually) and ongoing activity
Nature and purposes of the processing	To determine voting eligibility of individuals  See Data Privacy Policy for details of access, retention and destruction.
Type of Personal Data	Names and addresses
Categories of Data Subject	Eligible voters residing in the Parish
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	See Data Privacy Policy for details of access, retention and destruction.

**Finance systems**  
**Lawful Basis: Public Task; Consent**

Description	Details
Subject matter of the processing	Authorisation and payment of invoices and other due payments (eg expenses)
Duration of the processing	Continuous and ongoing activity
Nature and purposes of the processing	<p>Authorisation and payment of invoices and other due payments (eg expenses)</p> <p>See Data Privacy Policy for details of access, retention and destruction.</p>
Type of Personal Data	Councillor authorisation details (for on-line banking); bank accounts (payees)
Categories of Data Subject	Staff, councillors, suppliers, members of the public
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	See Data Privacy Policy for details of access, retention and destruction.

**Parish Council Website**  
**Lawful Basis: Public Task**

Description	Details
Subject matter of the processing	News items - general public
Duration of the processing	Continuous and ongoing activity
Nature and purposes of the processing	<p>Contact details contained in News items. Emails to website admin contain originators email address</p> <p>To assist in News circulation and feedback. Emails received concern news items, website admin issues, survey responses etc</p> <p>See Data Privacy Policy for details of access, retention and destruction.</p>
Type of Personal Data	Email, phone nos
Categories of Data Subject	Staff, councillors, suppliers, members of the public
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	See Data Privacy Policy for details of access, retention and destruction.

**Recreation Ground and Pavilion CCTV  
Lawful Basis: Public Task; Legitimate interest**

<b>Description</b>	<b>Details</b>
Subject matter of the processing	CCTV recordings of the childrens play area and the Pavilion
Duration of the processing	Continuous and ongoing activity
Nature and purposes of the processing	<p>To act as a deterrent against vandalism to capture evidence of illegal behaviour (vandalism, break in and entry etc).</p> <p>Use of any evidence for reporting to Police and any relevant follow up action they deem appropriate (prosecution etc)</p> <p>CCTV recordings must only be viewed and handled by the System Administrator and one named representative from the Recreation Ground Committee. The recordings must not be shared with other parties apart from authorised bodies (namely The Police, Legal representatives etc) in pursuance of action against individuals suspected of illegal acts which might be captured via CCTV.</p> <p>See Data Privacy Policy for details of access, retention and destruction.</p>
Type of Personal Data	Digital and analogue recorded moving images
Categories of Data Subject	Staff, councillors, suppliers, members of the public
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	See Data Privacy Policy for details of access, retention and destruction.

**Changes to this notice**

We keep this document under regular review and we will place any updates on our web page <http://kirtonandfalkenham.suffolk.cloud> . This Notice was last updated in July 2019.

**Contact Details**

Please contact us if you have any questions about this document or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, c/o the Clerk, Kirton & Falkenham Parish Council  
Mr C A Shaw  
17 Grays Orchard  
Kirton  
IP10 0RE  
Tel 01394 448783  
mailto: [clerk@kirtonfalkenhampc.bbmax.co.uk](mailto:clerk@kirtonfalkenhampc.bbmax.co.uk)

Website: [www.kirtonandfalkenham.suffolk.cloud](http://www.kirtonandfalkenham.suffolk.cloud)  
For website related enquiries mailto: [kfpcwebsite@gmail.com](mailto:kfpcwebsite@gmail.com)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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