

Little Smeaton Parish Council - Record of Processing Activities

A Record of Processing Activities (RoPA) is a core document required under the General Data Protection Regulation (GDPR). Its purpose is to provide a detailed log of all personal data processing activities carried out by an organisation. This log helps ensure that LSPC is compliant with data protection laws and can demonstrate transparency and accountability when processing personal data.

Data Asset	Categories of Personal Data	Legal Basis	Retention Period	Sensitivity	Processing Operations	Data Subject	RoPA Review Date
Unsuccessful Applicant records (for Councillor and RFO/Clerk)	Contact, identification, qualification, employment and location details	Contract	6 months for unsuccessful applicant	Non-sensitive	Collection, Recording, Consultation, Erasing	Member of the Public	30th April 2027
Successful Applicant records (for Councillor and RFO/Clerk)	Contact, identification, qualification, employment and location details	Contract	6 years from termination (or death)	Non-sensitive	Collection, Recording, Consultation, Erasing	Member of the Public	30th April 2027
Successful Applicant records (for Councillors only)	Trade Union Membership and Political affiliations	Legal obligations	6 years from termination (or death)	Sensitive	Collection, Recording, Consultation, Erasing	Member of the Public	30th April 2027
Payroll Records (for RFO/Clerk)	Contact, Financial details (including bank details, pay, tax, pension)	Contract	6 years from termination (or death)	Non-sensitive	Collection, Recording, Storing, Transmitting	Employee	30th April 2027
Community Engagement Records (e.g. emergency plans)	Contact, identification, communications, location data, image	Vital Interests	Within one year of termination (where no retention required)	Non-sensitive	Collection, Recording, Storing, Adapting, Transmitting	Member of the Public	30th April 2027
Community Records - Village Map of Properties	Identification	Public Task	For as long as the asset exists / consent withdrawn	Non-sensitive	Collection, Recording, Storing, Adapting, Transmitting	Member of the Public	30th April 2027
Supplier Engagement (Tenders & Quotations, digital and paper)	Contact, communications and location data	Contract	Duration of contract plus 1 year	Non-sensitive	Collection, Recording, Storing, Transmitting, Erasing	Supplier incl. prospective and historical	30th April 2027
Supplier Performance (Invoices and Payment, digital and paper)	Contact, communications, location data and bank account details	Contract	7 years from end of financial year	Non-sensitive	Collection, Recording, Storing, Adapting, Transmitting	Supplier incl. prospective and historical	30th April 2027
Insurance records	Contact, communications and location data	Contract	40 years (Employers Liability)	Non-sensitive	Collection, Recording, Storing, transmitting	Supplier incl. prospective and historical	30th April 2027
Lease Agreements	Contact, communications, location data and bank account details	Contract	7 years from end of financial year	Non-sensitive	Collection, Recording, Storing, Adapting, Transmitting	Supplier incl. prospective and historical	30th April 2027
Consultation responses	Contact, communications and location data	Public Task	20 Years	Non-sensitive	Collection, Recording, Storing, Transmitting	Member of the public	30th April 2027
Correspondence (Paper and Email) records (With NYC, National Highways, Wakefield Council and local Parish Councils)	Contact, communications and location data	Public Task	20 Years	Non-sensitive	Collection, Recording, Storing, Transmitting	Member of the public	30th April 2027
Correspondence (Paper and Email) Circulars / Bulletins records (With YLCA, NALC, North Yorkshire Community Messaging (Police), and local Parish Councils)	Contact, communications and location data	Public Task	90 Days	Non-sensitive	Collection, Recording, Storing, Transmitting	Member of the public	30th April 2027
Correspondence Email exchanges over LSPC WhatsApp	Contact, communications and location data	Public Task	90 Days	Non-sensitive	Collection, Transmitting, Erasing	Member of the public	30th April 2027
Email and Paper records (General enquires received from residents within the Parish)	Contact, communications and location data	Consent	Only until the conclusion of enquirer's issue, when the content is logged, but anonymised	Non-sensitive	Collection, Recording, Restricting, Storing, Transmitting, Erasing	Member of the public	30th April 2027
Website "Contact Us" (Creates a general enquires email directly to the RFO/Clerk and Administrator Councillor)	Contact, communications and location data	Consent	Only until the conclusion of enquirer's issue, when the content is logged, but anonymised	Non-sensitive	Collection, Recording, Restricting, Storing, Transmitting, Erasing	Member of the public	30th April 2027
Funding applications	Contact, communications and location data	Public Task	20 Years	Non-sensitive	Collection, Recording, Storing, Transmitting	Member of the public	30th April 2027
Grants records	Contact, communications and location data	Public Task	20 Years	Non-sensitive	Collection, Recording, Storing, Transmitting	Member of the public	30th April 2027
Insurance records	Contact, communications and location data	Contract	40 years (Employers Liability)	Non-sensitive	Collection, Recording, Storing, Transmitting	Supplier incl. prospective and historical	30th April 2027
Land records	Contact, communications and location data	Legitimate Interest	As long as account is active	Non-sensitive	Collection, Recording, Storing, Transmitting	Member of the public	30th April 2027
Legal case files	Contact, communications and location data	Public Task	20 Years	Non-sensitive	Collection, Recording, Storing, Transmitting	Member of the public	30th April 2027
Nuisance complaints	Contact, communications and location data	Public Task	Only until the conclusion of enquirer's issue, when the content is logged, but anonymised	Non-sensitive	Collection, Recording, Restricting, Storing, Transmitting, Erasing	Member of the public	30th April 2027
Planning applications	Contact, communications and location data	Public Task	20 Years	Non-sensitive	Collection, Recording, Storing, Transmitting	Member of the public	30th April 2027
Property asset registers	Contact, communications, location and image data	Public Task	For as long as the asset exists	Non-sensitive	Collection, Recording, Storing, Transmitting	Member of the public	30th April 2027
User accounts	System and account data	Consent	For as long as the user is a parish councillor or employee	Non-sensitive	Collection, Recording, Restricting, Storing, Transmitting, Erasing	Member of the public	30th April 2027