

**Annex 2 – Record of Processing Activity****Record of Processing Activities under Article 30 of the GDPR**

Name and contact details of the Controller:	Councillor Jean Clark
Date compiled: (include date of any subsequent reviews)	24 May 2018
Name and Contact Details of the Data Protection Officer:	Not applicable
Purposes of the Processing:	I process personal information for the main purpose of carrying out casework on behalf of individual constituents in my ward.
Description of the categories of data subjects:	<p>I process personal information about:</p> <ul style="list-style-type: none"> <li>• constituents</li> <li>• elected representatives and others in public office</li> <li>• council employees</li> <li>• complainants and enquirers</li> <li>• relatives, guardians and associates of the person whose personal information I am processing</li> <li>• business or other contacts</li> <li>• the subject of complaints</li> </ul>
Categories of personal data:	<p>I process information relevant to the above reasons/purposes which may include:</p> <ul style="list-style-type: none"> <li>• personal details</li> <li>• family, lifestyle and social circumstances</li> <li>• financial details</li> <li>• education and employment details</li> <li>• housing information</li> <li>• details of complaints</li> </ul> <p>I also process special category and/or criminal conviction or offences classes of information that may include:</p> <ul style="list-style-type: none"> <li>• physical or mental health details</li> <li>• trade union membership</li> <li>• racial or ethnic origin</li> <li>• offences including alleged offences</li> <li>• political affiliation of elected members</li> </ul>
Categories of recipients to whom personal data have been or will be disclosed	<p>Where necessary or required, I share information with:</p> <ul style="list-style-type: none"> <li>• elected representatives and other holders of public office</li> </ul>

	<ul style="list-style-type: none"> <li>• landlords</li> <li>• local and central government</li> <li>• statutory law enforcement agencies and investigating bodies</li> <li>• political organisations</li> <li>• the media</li> <li>• healthcare, social and welfare advisers or practitioners</li> <li>• suppliers</li> <li>• the subject of complaints</li> </ul>
Transfers of personal data to a third country & safeguards:	It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of data protection legislation.
Time limits for erasure:	Following closure of a case, the case papers are usually destroyed after <b>[Three years for a general enquiry/complaint and six years for a complaint regarding legal matters.]</b>
Technical and organisational security measures:	I take reasonable security measures to ensure that personal data relating to constituency casework is protected from accidental loss or alteration, inappropriate access, misuse or theft.

This written *Record of Processing Activities* shall be made available to the relevant supervisory authority on request.