

## DATA PROTECTION ROAD MAP

### INTRODUCTION    STAGE ONE    STAGE TWO    STAGE THREE    STAGE FOUR    REVIEWING

<b>Purpose of processing</b>	<b>Categories of personal data</b>	<b>Categories of recipients (sharing)*</b>	<b>Categories of Processors (data processors on behalf of data controller)</b>	<b>Names of third countries or international organisations that personal data are transferred to (if applicable)</b>	<b>Retention schedule **</b>	<b>Article 6 lawful basis for processing personal data</b>	<b>Article 9 condition for processing special category data</b>
Minutes	Identify, contact information	N/A	Cloud storage provider, website provider	European Union	Indefinite	Legal obligation	N/A
Accounts	Identify, contact information, Bank Details	HMRC Scribe Accounts	Accounts software provider, Cloud storage provision	European Union	15 years after current year	Legal obligation	N/A
Correspondence and Casework	Identify, contact information, Special category data	Other Local Authority, Law enforcement and similar competent authorities	Cloud storage provider	European Union	15 years after completion of matter	Public task	Substantial public interest conditions
Payroll and Pensions	Identify, contact information, bank details	HMRC, pension provider (not currently relevant)	Payroll software provider, Cloud storage provider	European Union	15 years after current year	Legal obligation	N/A

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HR files	Identify, contact information, Special category data	N/A	Cloud storage provider	European Union	10 years after employment ends	Contract	Employment, social security and social protection

\*"Recipients (sharing)" means other data controllers you share data with.

\*\*Data protection law does not specify data retention periods. Councils will need to consider their own needs, as well as other laws, regulations, and best practices, for each purpose identified.

8/12/2025