



Data Protection Roadmap

As of January 2026

Purpose of Processing	Categories of personal data	Categories if recipients (sharing)	Categories of processing (data processors on behalf of the data controller)	Names of third countries or organisations to which personal data is transferred. If applicable	Retention Schedule	The lawful basis for processing data.	Condition for processing special category data.
Minutes	Identity,	N/A	Cloud storage provider, Website provider, Hard copies	European Union	Indefinite	LGA 1972	Substantial public interest conditions
Accounts	Identity, Contact information, Bank details	HMRC	Accounts software provider, Cloud storage provider, Website provider, Hard copies	European Union	20 years as per data retention policy	LGA 1972, Local Audit & Accountability Act 2014 and the Accounts & Audit Regulations 2015	N/A

Correspondence & casework	Identity, Contact information, Bank details	Other local authorities	Accounts software provider, Cloud storage provider, Website provider, Hard copies	European Union	1 year as per data retention policy	LGA 1972	Substantial public interest conditions
Payroll & pensions	Identity, Contact information, Bank details	HMRC pension provider	Accounts software provider, Cloud storage provider, Hard copies	European Union	6 years as per data retention policy	Contractual requirements, LGA 1972, Local Audit & Accountability Act 2014 and the Accounts & Audit Regulations 2015	N/A
HR files	Identity, Contact information, Special Category data	N/A	Cloud storage provider, Hard copies	European Union	6 years as per data retention policy	Contract	Employment, social protection
Allotments	Identity, Contact information, Special Category data	N/A	Cloud storage provider, Hard copies	European Union	6 years as per data retention policy	Contract	Substantial public interest conditions

Cemetery	Identity, Contact information, Special Category data	N/A	Cloud storage provider, Hard copies	European Union	Indefinite	Contract	Substantial public interest conditions
Market Place	Identity, Contact information, Special Category data	N/A	Cloud storage provider, Hard copies	European Union	6 years as per data retention policy	Contract	Substantial public interest conditions
Electoral Register	Identity,	Other local authorities	Cloud storage provider, Hard copies	N/A	1 year as per data retention policy	LGA 1972	N/A