

**TEMPLE GUITING PARISH COUNCIL**

**Internal register of processing activities**

**Schedule of Processing, Personal Data and Data Subjects**

<b>Description</b>	<b>Details</b>
Subject matter of the processing	Names and email addresses. Occasionally phone numbers as provided to the council for council use.
Duration of the processing	Processing will usually take moments as the majority of it will be sending emails.
Nature and purposes of the processing	The data will be used for the purposes of performing the council's statutory obligations or delivering its services.
Type of Personal Data	Name and email address. Address, website and/or telephone if provided voluntarily to the council.
Categories of Data Subject	Staff (including volunteers, agents, and temporary workers), plus councillors, customers/,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	Data will be retained indefinitely unless requested otherwise or there is a legal requirement to destroy data after processing.

