

Yateley Town Council

Data Audit and Record of Processing Activities



1. Purpose

This Data Audit and Record of Processing Activities (ROPA) has been prepared to provide a comprehensive overview of the personal data processed by Yateley Town Council.

2. Record of Processing Activities

Service Area	Purpose of Processing	Personal Data Held	Lawful Basis	Special Category Data	Article 9 Condition	Shared With	Retention
Democratic Administration	Council and Committee business	Names, addresses, emails, telephone numbers	Art. 6(1)(c); Art. 6(1)(e)	No	N/A	Principal Authorities	Per Retention Policy
Councillor Administration	Member records and training	Contact details, training records	Art. 6(1)(c); Art. 6(1)(e)	No	N/A	Training providers	Per Retention Policy
Staff Administration	Employment management	Personnel, payroll, pension records	Art. 6(1)(b); Art. 6(1)(c)	Yes	Art. 9(2)(b)	HMRC, LGPS	Per Retention Policy
Recruitment	Recruitment and selection	Applications, CVs, references	Art. 6(1)(b)	Potentially	Art.9(2)(b)	Referees	Per Retention Policy
Hall & Facility Bookings	Bookings and payments	Contact and payment details	Art.6(1)(b)	No	N/A	Providers	Per Retention Policy
Cemetery Administration	Burials and memorials	Burial and ownership records	Art.6(1)(c); 6(1)(e)	No	N/A	Funeral Directors	Per Retention Policy
Allotments	Tenancy management	Contact and payment details	Art.6(1)(b)	No	N/A	None routinely	Per Retention Policy

Community Grants	Grant administration	Contact and financial information	Art.6(1)(e)	No	N/A	Assessors	Per Retention Policy
Community Events	Event administration	Contact and emergency details	Art.6(1)(e); 6(1)(a)	Potentially	Art.9(2)(a)	Contractors	Per Retention Policy
Newsletter Subscribers	Community communications	Names and email addresses	Art.6(1)(a)	No	N/A	Mailing provider	Until unsubscribed
Planning Correspondence	Consultations and comments	Names, contact details	Art.6(1)(e)	No	N/A	Hart DC	Per Retention Policy
FOI/SAR Requests	Compliance with legislation	Names, correspondence	Art.6(1)(c)	Potentially	Relevant condition	Authorities if needed	Per Retention Policy
Complaints and Enquiries	Investigation and response	Contact details and evidence	Art.6(1)(e)	Occasionally	Art.9(2)(f)	Relevant authorities	Per Retention Policy
Suppliers & Contractors	Procurement and invoice payment	Business contacts, bank details	Art.6(1)(b); 6(1)(c)	No	N/A	Banks/auditors	Per Retention Policy
CCTV	Security and crime prevention	Images and footage	Art.6(1)(e)	No	N/A	Police	Per Retention Policy
Website Enquiries	Responding to enquiries	Contact details and content	Art.6(1)(e)	No	N/A	Website provider	Per Retention Policy

3. Special Category Data

The Council processes limited special category data relating to employment, health, accessibility and safeguarding matters where lawful.

4. Data Sharing Arrangements

Data may be shared with principal authorities, HMRC, payroll providers, pension providers, contractors, insurers, auditors and law enforcement agencies where necessary.

5. Third-Party Data Processors

Processors may include Microsoft 365, Rialtas, payroll providers, booking software, payment processors, website hosts and mailing platforms.

6. Information Security and Governance Controls

The Council maintains privacy notices, retention policies, breach procedures, guidance, access controls and security measures.

7. Relationship to Privacy Notices

The processing activities identified within this Data Audit support the Council's Privacy Notices and wider data protection framework. Privacy Notices will be reviewed periodically to ensure they accurately reflect the Council's processing activities and legal obligations.

8. Review

This document will be reviewed at least every two years or sooner if required.

Amendment Record

Version 1: Proposed 14.09.26

Due for Review: September 2028