



Rhuddlan Town Council Privacy – Schedule of Processing Data and Data Subjects last reviewed on 8/5/25

Description	Details
Subject matter of the processing	Rhuddlan Town Councillors, Rhuddlan Town Council Employees, Contractors and Suppliers and Members of the public
Duration of the processing	Rhuddlan Town Councillors – for duration of their appointment as a town councillor. Employees – For duration of employment with Rhuddlan Town Council and/or time taken to deal with employment obligations. Contractors and Suppliers – During tender process and delivery of contracted obligations. Members of Public – until request or query is dealt with to a satisfactory standard
Nature and purpose of the processing	Collection at time of being elected, employed, making a query or request of the council and during the tender stage and management of contracted activities. Purpose of processing is to communicate with councillors and employees, manage the employment of employees and to deal with requests from members of the public. To procure goods and services and associated management of council contracted activities. Processing includes carrying out all legal requirements of a town council including publicising council activities. Data stored electronically on Clerks computer and stored securely in the cloud. Hard copies kept in locked secure cabinet where required.
Type of Personal Data	Names, titles and aliases and photographs. Contact details such as telephone numbers, addresses and email addresses. Start date/leaving date. Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications,

	employment details, hobbies, family composition, and dependants. Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers. Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers. Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed. Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims. Next of kin and emergency contact information Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral)). Location of employment or workplace. Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies. Information about your use of our information and communications systems.
Categories of Data Subject	Councillors, Employees, members of the public and Contractors/Suppliers
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	Rhuddlan Town Councillors – for duration of their appointment as a town councillor. Employees – For duration of employment with Rhuddlan Town Council. Contractors and Suppliers – Contract information until completion of contract. Contact details – indefinitely. Data will be deleted off Clerks computer when duration is reached unless requirement by law as per Rhuddlan Town Council Document retention and dispersal policy.