

**Lower Hardres & Nackington Parish Council**  
**GDPR Implementation & Compliance**  
**Template - Internal Register of Collection of New Data Processing Activities**  
 Compiled – Mike Taylor – August 2018

**Template for internal register of processing activities**  
**Schedule of Processing, Personal Data and Data Subjects**

**Note :- This process is only required to be adopted if a ‘New Data’ type or category is required to be captured or recorded**

Description	Details
Subject matter of the processing	[This should be a high level, short description of what the processing is about i.e. its subject matter]
Duration of the processing	[Clearly set out the duration of the processing including dates]
Nature and purposes of the processing	<p>[Please be as specific as possible, but make sure that you cover all intended purposes.</p> <p>The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) etc.</p> <p>The purposes will include those listed in the Privacy Notice in Appendix 4 e.g. for the purposes of performing the council’s statutory obligations or delivering its services.]</p>
Type of Personal Data	[Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc.]
Categories of Data Subject	[Examples include: Staff (including volunteers, agents, and temporary workers), councillors, customers/, suppliers, members of the public, users of a particular website etc.]
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	[Describe how long the data will be retained for, how it be returned or destroyed]