Purpose of Processing	Categories of Personal Data	Categories of Recipients	Categories of Processors (data processors on behalf of data controller)	Names of third countries or international organisations that personal data are transferred to (if applicable)	Retention Schedule	Article 6 Lawful Basis for Processing Personal Data	Article 9 Condition for Processing Special Category Data.
Minutes	Identity, Contact Information	N/a	Cloud Storage Provider, Website Provider	European Union	Indefinite	Legal Obligation	N/A
Accounts	Identity, Contact Information, Bank Details	HMRC	Accounts Software Provider, Cloud Storage Provider	European Union	7 years after current year	Legal Obligation	N/A
Correspondence and Casework	Identity, Contact Information, Special Category Data	Other Local Authority, Law Enforcement & similar competent authorities	Cloud Storage Provider	European Union	7 years after current year	Public Task	Substantial Public Interest Conditions
Payroll and Pensions	Identity, Contact Information, Bank Details	HMRC, Pension Provider, Payroll Provider	Accounts Software Provider, Payroll Provider, Cloud Storage Provider	European Union	7 years after current year	Legal Obligation	N/A
HR Files	Identity, Contact Information, Special Category Data	N/A	Cloud Storage Provider, HR Consultants	European Union	7 years after current year	Contract	Employment, Social Security and Social Protection
Facilities Hiring	Identity, Contact Information, Bank Details	N/A	Cloud Storage Provider	European Union	6 years after current year	Legal Obligation	N/A