

Beaworthy Parish Council Data Map – Sept 2026

Data Subject	Data Category	Purpose of Processing	Lawful Basis (UK GDPR)	Third Parties / Processors	Storage Format & Location	Retention Period
The Clerk / RFO	Name, contact details, NI number, bank details, pension/tax info, contract.	Staff employment, payroll execution, and HMRC tax compliance.	Contract (paying staff) & Legal Obligation (HMRC reporting).	HMRC, Basic PAYE.	Digital (passworded laptop/cloud) and physical (locked file).	6 years after employment ends.
Parish Councillors	Names, contact info, Register of Pecuniary Interests.	Statutory governance and publishing the Register of Interests.	Legal Obligation (Localism Act 2011).	District/Borough Council (Monitoring Officer).	Council website and digital folder.	Duration of term in office plus 6 years (remove from web upon retirement).
Members of the Public (Planning)	Names, addresses, and written comments/objections on planning applications.	Administering statutory planning consultation responses.	Public Task (Town and Country Planning Act).	Passed to District/Borough Planning Authority.	Digital email folder / Planning agenda files.	Kept until the planning authority makes a final decision.
Members of the Public (General)	Names, emails, phone numbers from general enquiries.	Responding to resident queries and correspondence.	Public Task (General local government administration).	None.	Clerk's official email inbox / Council laptop.	Delete once resolved, or max 2 years if no ongoing issue.
Contractors / Suppliers	Names, business addresses, invoices, bank details.	Paying for services (e.g., grass cutting, website hosting, insurance).	Contract (fulfilling business agreements).	Council's banking platform.	Digital accounting folders / paper invoices.	6 years (statutory financial audit requirement).

Adopted by the PC – 17 Sept 2026

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For review annually prior to AGAR