



BEAN PARISH COUNCIL

DATA AUDIT 2026

**This Data Audit was adopted at the meeting of
Bean Parish Council on
Monday 9th March 2026**

Bean Parish Council Data Audit 2026 for GDPR

Data Category	What Personal Data?	Who it relates to	Purpose	Lawful Basis
Council Minutes & Agendas	Names, roles, public Comments	Councillors, public	Governance, public record	Legal Obligation
Planning Comments	Address, comment, content	Residents	Responding to planning applications	Public Task
Staff Records	Name, address, payroll data, appraisals	Employees - provided on commencing employment	Employment (pay, etc.) Details not shared within or outside the council	Legal obligation and contract
Email Enquiries	Name, contact info, Content	General public	Responding to queries	Legitimate business Interest
Finance	Name, Payment details	Staff, residents and Contractors	To make and receive payments	Legitimate business interest
Councillors' details	Councillors name, address, email address & telephone number. Provided by councillor on being elected	Councillors	Details are used for communication all matters relating to Council's business and shared with other local authorities and public interest bodies	Legitimate business interest
Allotment Holder information	Allotment Holders name, address, email address & telephone number Held by the Council and Bean Allotment Association	Allotment holders – provided when tenancy agreement first signed	Details used for renewal of tenancy and advice of any information regarding the allotments. Details are shared with members of Bean Allotment Association Committee, the Parish Clerk and Councillors but not outside the council	Legitimate business interest
Hirers of Bean Village Hall or organisers of events at Beacon Woods	Name, address, contact details	Hirers - provided by hirer at time of booking	Details used for renewal where a recurring hire/lease or in connection with any incident arising from the hire of the hall.	Legitimate business interest

			Details are shared with councillors but not outside the council	
Electoral rolls	Name, address	Residents of Bean	Held by the Parish Clerk, details are not shared with Councillors. Registered political parties, candidates, registered referendum campaigners, registered non-party campaigners (who campaign at elections) and registered recall petition campaigners are entitled to receive copies of the full electoral register, under the Representation of the People Regulations 2001.	Legal right