



**GREAT BEDWYN PARISH COUNCIL**

**PO BOX 4326**

**Marlborough**

**Wiltshire**

**SN8 9FS**

[www.greatbedwyn-pc.gov.uk](http://www.greatbedwyn-pc.gov.uk)

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## Personal Data Audit Feb 2026

What data is stored	How its used	Processed lawfully
<p>Allotment tenants – name, address, phone number, email, bank details.</p>	<p>Updates for the allotments. Annual rent agreement letters Chase up unpaid leases Give notice on plots Provide refunds when required.</p>	<p>Data is kept on a password protected spreadsheet. RFO and Clerk will process letters or emails using data from that spreadsheet. Council owned laptops are PIN protected for access. Emails sent to Cllrs are password protected where personal details need to be passed on. Details are deleted when no longer needed. Online banking is password protected for all users. At annual renewal confirmation will be sought from all tenants to ensure data is up to date. Banking details of ex-tenants to be kept for 6 months in case of dispute. To be deleted from all staff and Cllr emails after this point.</p>
<p>Residents email to staff or councillors. Name, email and any other personal information provided.</p>	<p>Correspondence to and from the Clerk and RFO.</p>	<p>Personal information only shared to Cllrs or others with the owner’s permission. Council laptops are PIN protected for access. Emails sent to Cllrs are password protected where personal details need to be passed on.</p>



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		Emailed are deleted when no longer needed.
Volunteer and contractor tasks – name, address, bank account details, other personal details	Correspondence to and from the Clerk and RFO. Refund of monies due or expenses.	Details are deleted when no longer needed. Online banking is password protected for all users. Council laptops are PIN protected for access. Emails sent to Cllrs are password protected where personal details need to be passed on.
Staff data – name, address, phone numbers, personal emails, bank account details, DOB, NI number. Sickness information. Nationality.	Personal records. Employment records. Salary payment information to bank account. Expenses payments to bank account. Sickness details held by the Clerk.	Details are deleted when no longer needed. Online banking is password protected for all users. Council laptops are PIN protected for access. Emails sent to Cllrs are password protected where personal details need to be passed on.
Councillor data name, address, phone numbers, personal emails, bank account details, DOB, Sickness information. Nationality.	Expenses payments to bank account. Sickness details held by the Clerk. Contact details if required, other than Cllr email address.	Details are deleted when no longer needed. Online banking is password protected for all users. Council laptops are PIN protected for access. Emails sent to Cllrs are password protected where personal details need to be passed on.

Approved April 2<sup>nd</sup> 2026 Full Council meeting.

Minute ref 26/22



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