

	Preston under Scar Parish Council - Data Audit – September 2025							
	Personal Data Processed	Purpose of Processing	How processed	Lawful basis for processing	Consent to process – how acquired	How Stored	Security/Access	Action required
Councillors	Register of interests	Legal requirement	Displayed on Parish Council website. Sent to Monitoring Officer at North Yorkshire Council	Compliance with legal obligation	Statutory Duty under The Localism Act 2011	Electronically Hard Copy	Electronically on password protected computer backed up to the Cloud Paper originals kept in locked cupboard, Council designated key holders.	None
	Contact Information	Administration of the Council	Held by Clerk/ Councillors as needed. Telephone numbers and gov.uk email addresses published on Parish Council Website	Public task	Request made when elected	Electronically Hard Copy	Paper in locked cupboard, Council designated key holder. Electronically on password protected computer backed up to the Cloud	None
	Councillor' names in minutes, ie showing attendance, apologies, declarations of interest etc	Legal requirement	Appears in minutes	Compliance with legal obligation	Statutory Duty to record – Local Government Act 1972 – Schedule 12 Para 40	Electronically Hard Copy	Publicly accessible on Parish Council web site. Held on Parish Council Laptop and on Clerk's Personal	none

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							Computer – password protected and backed up to the Cloud	
Employee (Clerk)	Personal Details	Legal Obligation	HMRC	Compliance with legal obligation	Statutory Duty to comply	Principally electronically - HMRC Basic Tools	Paper records are held by Clerk Electronic records held on password protected computer backed up to the Cloud	Ensure former employees' information only retained for the legislative maximum time
	Employment details/contract	Legal obligation	Held by Parish Council	Compliance with legal obligation	Statutory Duty to comply	electronically + paper	Paper records are held by Clerk Electronic records held on password protected computer backed up to the Cloud	Ensure former employees' information only retained for the legislative maximum time

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	Personal Data Processed	Purpose of Processing	How processed	Lawful basis for processing	Consent to process – how acquired	How Stored	Security/Access	Action required
	Bank details	Process payments	Electronic banking	Compliance with legal obligation	Employees' consent obtained when commenced employment	Electronically	Held on password protected computer	Ensure only current employee's information is held
Electors/ Parishioners	Electoral Roll	Admin for Parish Meetings	Identify residents entitled to vote at Parish Meetings	Public Task	Provided by North Yorkshire Council for the stated purpose only	Electronically + paper	Electronic records held on password protected computer backed up to Cloud Paper record held securely by Clerk	None
	E-mail addresses	Communication with PC	Electronically	Public Task	Legitimate interest	Electronically	Electronically on password protected computer backed up to the cloud	Ensure only emails of consenting residents are retained

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	Contact details for written (ie paper) communications	Communication with PC	Paper	Public Task	Legitimate Interest	Hard copies – retained until disposed of under Data Retention Policy	Papers - in locked cupboard, Council designated key holders	Ensure only details of consenting residents are retained
	Planning Applications	Statutory consultee/legal obligation	To aid response to local planning authority	Public Task	Provided by Local Planning Authority (North Yorkshire Council)	Applications - Accessed via local planning portal, any paper copies are stored until issues surrounding the application are dealt with Electronic – correspondence with residents and the Local Planning Authority	Electronic records - on password protected computer backed up to Cloud Papers - in locked cupboard, Council designated key holders	Review records currently held and delete as necessary In accordance with document Retention and Destruction Policy

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	Personal Data Processed	Purpose of Processing	How processed	Lawful basis for processing	Consent to process – how acquired	How Stored	Security/Access	Action required
Contracts	Names, addresses, Emails Bank Details	Communication with contractor/supplier and administration of contract	Communication with contractor/supplier and admin of contract	Contractual Necessity	Contract/Quote	In line with Statutory requirements and doc retention policy	Paper - in locked cupboard, Council designated key holders. Electronically - on password protected computer backed up to the Cloud	none
Grant Applications	Names, addresses, emails	Processing grant application by PC	Respond to and process grant application	Public Task	Legitimate Interest	Principally electronically, and retained until matter dealt with	Paper in locked cupboard, Council designated key holders. Electronic records on password protected computer backed up the Cloud	None

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	Personal Data Processed	Purpose of Processing	How processed	Lawful basis for processing	Consent to process – how acquired	How Stored	Security/Access	Action required
CEMETERY								
	Contact details of families of deceased buried in cemetery	Used to contact families	Contact with families to administer cemetery	Compliance with legal obligation		In line with Statutory requirements and Document Retention Policy	Paper in locked cupboard, Council designated key holders. Electronically on password protected computer backed up to external hard drive.	None
	Contact detail of persons holding cemetery reservations	Used to contact persons holding a reservation	Contact to administer cemetery	Compliance with legal obligation		In line with Statutory requirements and Document Retention Policy	Paper in locked cupboard, Council designated key holders. Electronically on password protected computer backed up to external hard drive.	None

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	Personal Data Processed	Purpose of Processing	How processed	Lawful basis for processing	Consent to process – how acquired	How Stored	Security/Access	Action required
	contact details for undertakers, stone masons	used to contact for admin of cemetery	admin of cemetery	Public task		electronically + paper	Paper in locked cupboard, Council designated key holders. Electronically on password protected computer backed up to external hard drive.	None