



GDPR Policies & Consent

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Review: May 2023

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DEFINITION OF PERSONAL DATA

Data Protection Terminology

Data subject - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of DPC or someone transacting with it in some way or an employee, Member or volunteer with one of our clients or persons transacting or contracting with one of our clients when we process data for them.

Personal Data: is defined as “any information relating to an identified or identifiable natural person (data subject);

An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, generic, mental, economic, cultural or social identity or that natural person. This means online data which could, combined with other information, identify an individual is covered by the definition.

The Council may hold a person’s email address, postal address, telephone number(s), and other information under the control of others, video, login/passwords be it electronically or on paper. All of these are data in accordance with UK GDPR Regulations. **Sensitive personal data** - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data.

Information relating to offences or alleged offences where it is used to uniquely identify an individual is covered under the Data Protection Act.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Parish Council employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

WHAT INFORMATION DO WE HOLD ?

The security of personal & organisation data is looked after by:-

Parish Clerk clerk@datchworth-pc.gov.uk Tel: 07938 743424

Responsible Financial Officer finance@datchworth-pc.gov.uk

DATA SUBJECT	DATA LOCATION	SECURITY
HR documents	Electronic devices & secure storage	Password & Back up
Cllrs Personal Contact Details	Electronic devices & secure storage	Password & Back up/ Secure storage
Details for Contracts	Electronic devices & secure storage	Password & Back up/ Secure storage
Deeds, Leases of Land & Legal/Financial Documents	Electronic devices & secure storage	Password & Back up/ Secure storage
Contact Details	Electronic devices & secure storage	Password & Back up/ Secure storage

**GENERAL DATA PROTECTION REGULATIONS (SERVICE)
CONSENT TO HOLD CONTACT INFORMATION**

I agree that I have read and understood Datchworth Parish Council's Privacy Notice. I agree by signing below, that the Council may process my personal information for providing information and corresponding with me.

I agree that Datchworth Parish Council can keep my contact information data until the request is revoked or until I request its removal. I have the right to request modification on the information that is kept on record and the right to withdraw my consent and request that my details are removed from DPC's database.

To remove or modify your details, please contact: clerk@datchworth-pc.gov.uk. Data subjects will be contacted by the Clerk periodically to check if their consent remains valid. Datchworth Parish Council will not share your personal data with any unrelated third parties. Data subjects have the right to lodge a complaint with the ICO regarding the processing of their data.

Name					
Date of birth if under 18					
Parental/Guardian Consent for any data processing activity (if req'd)					
Address					
Telephone No & Email					
Social Media e.g. Facebook/Twitter Date:					
Signed:					
Date Data received	Date consent received and approved for data to be held	Data received as Phone, email, hard copy or other	Data approved to be shared with the below	Removal of consent received	Date data disposed of and method of disposal actioned



Information & Data Protection Policy

INTRODUCTION

To conduct its business, services and duties, Datchworth Parish Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

THE POLICY IS BASED ON THE PREMISE THAT PERSONAL DATA MUST BE:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

The Council shall be able to demonstrate compliance with the above-mentioned principles. Datchworth Parish Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our Equality, Diversity & Inclusion Policy and our Computer, Email & Internet Policy which will ensure information considerations are central to the ethos of the organisation. The Parish Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Parish Council's communities. Details of information which is routinely

available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

PROTECTING CONFIDENTIAL OR SENSITIVE INFORMATION

Datchworth Parish Council recognises it keeps and processes sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards. The retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the "UK GDPR") and the Data Protection Act 2018 seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Parish Council with legitimate reasons for using personal information.

Datchworth Parish Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including recording and updating details about its Councillors, employees, partners and volunteers.
- process information including recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where governed by necessary safeguards we will endeavour to carry out the necessary joint-controller arrangements as required by article 26 UK GDPR will be in place prior to any joint processing.

THE COUNCIL WILL ENSURE THAT AT LEAST ONE OF THE FOLLOWING CONDITIONS IS MET FOR PERSONAL INFORMATION TO BE CONSIDERED FAIRLY PROCESSED:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Parish Council will ensure that at least one of the following conditions is met:

Special category data

- Personal data revealing **racial or ethnic origin**;
- Personal data revealing **political opinions**;
- Personal data revealing **religious or philosophical beliefs**;
- Personal data revealing **trade union membership**;
- **Genetic data**;
- **Biometric data** (where used for identification purposes);
- Data concerning **health**;
- Data concerning a person's **sex life**; and
- Data concerning a person's **sexual orientation**.

Article 9(2) conditions for processing special category data

- Explicit consent
- Employment, social security and social protection (if authorised by law)
- Vital interests
- Not-for-profit bodies
- Made public by the data subject
- Legal claims or judicial acts
- Reasons of substantial public interest (with a basis in law)
- Health or social care (with a basis in law)
- Public health (with a basis in law)
- Archiving, research and statistics (with a basis in law)

WHO IS RESPONSIBLE FOR PROTECTING A PERSON'S PERSONAL DATA?

The Parish Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this day-to-day responsibility to the Parish Council Clerk. The Clerk is also the appointed Data Protection Officer:-

- Email: clerk@datchworth-pc.gov.uk
- Phone: 07938 743424
- Post: The Clerk, Datchworth Village Hall, 52 Datchworth Green, Herts SG3 6TL

DIVERSITY MONITORING

Datchworth Parish Council monitors the diversity of its employees, and Councillors, to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its

activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

INFORMATION PROVIDED TO US

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. Individuals corresponding with Datchworth Parish Council will be asked for their consent for the personal data provided to be used and transferred in accordance with this policy. Data subjects will be contacted by the Clerk periodically to check if their consent remains valid. The personal information will not be shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Council will always give guidance on personnel data to employees, Councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

INFORMATION SECURITY

The Parish Council cares to ensure the security of personal data. We make sure that information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate secure storage. We will only keep data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

CHILDREN

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

RIGHTS OF A DATA SUBJECT

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting our Parish Clerk/Data Protection Officer:

Information Correction: The Parish Council Clerk will periodically check with data subjects to ensure personal data is up to date.

Information Deletion: If the individual wishes the Parish Council to delete the information about them, they can do so by contacting the Parish Council Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Parish Council Clerk or Data Protection Officer.

The Parish Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Parish Council Clerk, Data Protection Officer or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

DISCLOSURE INFORMATION

The Council will, as necessary, undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Please also refer to the Freedom of Information Policy.

This policy will be reviewed every year or earlier if so required by legislation or additional material.

Date of policy: June 2022

Approving committee: Full Council

Date of committee meeting: 28th June 2022

Policy version reference: V1

Supersedes: N/A

Policy effective from: 28/6/22

Date for next review: May 2023



Serving the communities of Datchworth, Bulls Green, Burnham Green & Hooks Cross

Retention and Disposal Policy

1. INTRODUCTION

The guidelines set out in this document supports the Council's Data Protection Policy and assists us in compliance with the Freedom of Information Act 2000, the UK General Data Protection Regulation & The Data Protection Act 2018 and other associated legislation.

The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of documents.

- 1.1 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.2 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.3 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.4 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the UK General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. SCOPE AND OBJECTIVES OF THE POLICY

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out of date distribution lists.
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the UK General Data Protection Regulations

3. ROLES AND RESPONSIBILITIES FOR DOCUMENT RETENTION AND DISPOSAL

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the UK General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. DOCUMENT RETENTION PROTOCOL

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
- Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. DOCUMENT DISPOSAL PROTOCOL

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
- Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?
 - Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest or intrinsic value?
- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept complying with the UK General Data Protection Regulations.
- 5.3 Documents can be disposed of by any of the following methods:
- Non-confidential records: place in wastepaper bin for disposal.
 - Confidential records or records giving personal information: shred documents.
 - Deletion of computer records.
 - Transmission of records to an external body such as the County Records Office.
- 5.4 The following principles should be followed when disposing of records:
- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the UK General Data Protection Regulations, the Freedom of Information Act or cause reputational damage.
 - Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
 - Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
 - Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).
- 5.5 Records should be maintained of appropriate disposals. These records should contain the following information:
- The name of the document destroyed.
 - The date the document was destroyed.
 - The method of disposal.

6. SCANNING OF DOCUMENTS

- 6.1 In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- 6.2 As a general rule hard copies of scanned documents will be retained in line with the retention period.
- 6.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

7. REVIEW OF DOCUMENT RETENTION

7.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).

7.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- *Local Council Administration*, Charles Arnold-Baker, 910^h edition, Chapter 11
- Local Government Act 1972, sections 225 – 229, section 234
- SLCC Advice Note 316 Retaining Important Documents
- SLCC Clerks' Manual: Storing Books and Documents
- *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

APPENDIX A

List of Documents for Retention and Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Clerk's address/ electronic devices	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. Archive copies are sent to HCC on a regular basis.
Agendas	5 years	Management	Clerk's address/ electronic devices	Bin. Archive copies are sent to HCC on a regular basis.
Accident/incident reports	As per regulatory requirements	Potential claims	Clerk's address/ electronic devices	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	Clerk's address/ electronic devices	Bin
Receipt and payment accounts	Indefinite	Archive	Clerk's address/ electronic devices	Archive copies are sent to HCC on a regular basis.
Receipt books of all kinds	6 years	VAT	Clerk's address/	Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
			electronic devices	
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Clerk's address/ electronic devices	Cross shredding or incinerated.
Bank paying-in books	Last completed audit year	Audit	Clerk's address/ electronic devices	Cross shredding or incinerated.
Cheque book stubs	Last completed audit year	Audit	Clerk's address/ electronic devices	Cross shredding or incinerated.
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Clerk's address/ electronic devices	Cross shredding or incinerated. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Clerk's address/ electronic devices	Cross shredding or incinerated.
Paid cheques	6 years	Limitation Act 1980 (as amended)	Clerk's address/ electronic	Cross shredding or incinerated.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
			devices	
VAT records	6 years generally but 20 years for VAT on rents	VAT	Clerk's address/ electronic devices	Cross shredding or incinerated.
Timesheets, if required	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Clerk's address/ electronic devices	Bin
Wages books/payroll	12 years	Superannuation	Clerk's address/ electronic devices	Cross shredding or incinerated.
Insurance policies	While valid (but see next two items below)	Management	Clerk's address/ electronic devices	Bin
Insurance company names and policy numbers	Indefinite	Management	Clerk's address/ electronic devices	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Clerk's address/ electronic devices	Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Playground equipment inspection reports	21 years	Personal injury	Clerk's address/ electronic devices	Bin
Investments	Indefinite	Audit, Management	Clerk's address/ electronic devices	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Clerk's address/ electronic devices	N/A
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant			Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	Clerk's address/ electronic devices	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Magazines and Journals	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	<p>The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.</p>		Bin if applicable
Record-keeping				
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names 	<p>The electronic files will be backed up automatically on cloud-based storage.</p>	<p>Management</p>	<p>Electronic device owned by DPC</p>	<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed by cross shredding or being incinerated. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

Document	Minimum Retention Period	Reason	Location Retained	Disposal
General correspondence	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept as per regulatory standards & the appropriate DPC policy.</p> <p>Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.</p>	Management	Clerk's address/laptop	Bin (confidential waste to be cross shredded or incinerated.)

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Correspondence relating to staff	<p>If related to Audit, see relevant sections above.</p> <p>Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held.</p>	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.	Clerk's address/laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Council policies	To be kept as long as approved council documents.	Management	Clerk's address/laptop	Bin
	<p>Documents from legal matters, negligence and other torts</p> <p>Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories.</p> <p>If in doubt, keep for the longest of the three limitation periods.</p>			
Negligence	6 years		Clerk's address/	Confidential waste. A list will be kept

Document	Minimum Retention Period	Reason	Location Retained	Disposal
			electronic devices	of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Clerk's address/ electronic devices	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Clerk's address/ electronic devices	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		Clerk's address/ electronic devices	Confidential waste.
Sums recoverable by statute	6 years		Clerk's address/ electronic devices	Confidential waste.
Personal injury	3 years		Clerk's address/ electronic devices	Confidential waste.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
To recover land	12 years		Clerk's address/ electronic devices	Confidential waste.
Rent	6 years		Clerk's address/ electronic devices	Confidential waste.
Breach of trust	None		Clerk's address/ electronic devices	Confidential waste.
Trust deeds	Indefinite		Clerk's address/ electronic devices	N/A
For Leisure Plots				
Register and plans	Indefinite	Audit, Management	Clerk's address/ electronic devices	N/A
Minutes	Indefinite	Audit, Management	Clerk's address/ electronic devices	N/A
Legal papers	Indefinite	Audit, Management	Clerk's address/ electronic devices	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
			electronic devices	
Planning Papers				
Trees	1 year	Management	Clerk's address/ electronic devices	Bin