

**ALREWAS PARISH COUNCIL SCHEDULE OF RETENTION FOR DOCUMENTS AND DATA IN COMPLIANCE WITH GDPR LEGISLATION – MARCH 2019**

The schedule is required under GDPR legislation for data including personal information. It will be monitored on an ongoing basis by the Clerk and will be reported on periodically to the Parish Council. A review of compliance with the schedule will be included in the Annual GDPR report to the Parish Council.

No	Item	Legal basis of retention	Period of retention	Place and method of storage	Method of disposal	Comments/Annual Updates
1	Committee agendas, Minutes and supporting papers	Records of the business of the Council and decisions taken. May include personal data e.g. summaries of planning applications and recommendations on them by the Parish Council	Indefinite retention	Paper copies stored in secure Council office or old records may be stored in external archive because of space pressures  Electronic documentation saved on secure IT systems	n/a	

2	Working papers supporting papers to the Council	<p>Detailed working papers relating to matters considered by the Council, including, but not limited to, e mails and other correspondence, kept to support consideration of issues by the Council</p> <p>Planning applications are not kept by the Council but are available on the District Council website.</p> <p>Working groups set up by the Council to address specific issues and developments</p>	<p>Retained for two years after the resolution of an issue</p> <p>Committee working papers are destroyed by the Clerk annually</p> <p>Summaries of applications and recommendations made by the Council are included in Council papers kept indefinitely</p> <p>Decision on retention made by the working group at the end of its existence depending on the nature of the issue considered.</p>	<p>Stored in secure Council office and on secure IT provision</p> <p>Papers stored in secure Council office and on secure IT provision or shredded and</p>	<p>Discarded paper records are either shredded by the Clerk or removed by an external contractor and securely shredded. Certificate of destruction obtained from external contractor</p> <p>IT records deleted securely</p> <p>Discarded paper records are either shredded by the Clerk or removed by an external contractor and securely</p>	
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				disposed of securely.	shredded. Certificate of destruction obtained from external contractor  IT records deleted securely	
3	Financial information including payments to employees and those providing services. Also, annual audited accounts	Records of the financial business of the Council are kept in line with legal requirements to ensure that there has been no misappropriation of council funding. Audited accounts are a legal requirement. Invoices will contain personal details	Indefinite retention	Either stored in secure Council office or old records may be stored in external archive because of space pressures.  Audited accounts are published on the Council website as required by law.	n/a	

				Electronic documentation saved on secure IT systems		
4	Personal data relating to Councillors	Legal requirement to have some data on councillors sent to the District Council. Names and contact details are available to public so that councillors can be contacted about local issues	For period of office and one year after the end of the period of office.	Stored in secure Council office and on secure IT provision	<p>Personal contact data removed from website at the end of the term of office.</p> <p>Personal data kept on paper files is disposed of through shredding by the Clerk or secure disposal by an external contractor one year after the end of the term of office. Certificate of destruction obtained from external contractor</p> <p>IT records deleted securely, including website</p>	

5	Personal data relating to employees/contractors	<p>Legal requirement to have some data on the Clerk sent to the District Council. Clerk's name and contact details are available to public on the Council website.</p> <p>Data on contractors kept to enable work to be monitored, fees and expenses paid accounts produced and audited etc.</p>	Kept for six years after the end of the term of office or completion of work undertaken	Stored in secure Council office and on secure IT provision	<p>For the Clerk: Personal contact data removed from website at the end of the term of office.</p> <p>Personal data kept on file is disposed of through shredding by the Clerk or secure disposal by an external contractor. Certificate of destruction obtained from external contractor</p> <p>IT records deleted securely</p> <p>For contractors: Personal data kept on file is disposed of by shredding by the Clerk or through</p>	
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					secure disposal by an external contractor. Certificate of destruction obtained from external contractor	
					IT records deleted securely	
6	Information held by councillors	Information held by councillors to enable them to carry out their roles will include, but is not limited to: Agendas, Minutes and supporting papers for Council meetings, e mails and other correspondence from residents and others, including the district and county councils relating to council business, correspondence between councillors	Paper based data to be disposed of securely within one month of the end of the term of office.	While in office data use and storage is the responsibility of councillors	Retiring councillors should return all paperwork to the Clerk for secure disposal.  Retiring councillors should confirm to the Clerk that all data held electronically has been deleted securely and permanently.	Advice can be provided on permanent electronic disposal by a request to the Clerk  The Clerk arranges secure shredding for paperwork

		and between councillors and the clerk, papers relating to working groups etc				