

Winteringham Parish Council

Data Retention Procedure

Purpose of the procedure

The purpose of this procedure is to:

- Minimise the retention period of records while ensuring that the information needs of the Parish Council are met.
- Ensure that records required for legal and evidential purposes are kept for the appropriate period and in an appropriate manner.
- Ensure that records are not destroyed prematurely.

What Personal data is held?

The Parish Council holds Personal Data, this is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data.

Where is the personal data stored?

Personal data is stored in the following ways:

- Paper: Hand written or printed at the Clerks address or stored at the Village Hall in Winteringham.
- Electronic: may be stored on the Clerks laptop, Mobile Phone, email, telephone as voicemail or texts or stored on an external hard-drive located at the Clerks address and one at the Village Hall.

How long will the data be held for?

The data will be held for as long as necessary, please see Appendix 1 for types of document and the time period that they will be retained for. Personal data is reviewed yearly or more frequently if needed to ensure the data is still accurate.

Safeguarding of Data during Retention Period

Please see the Data Security Protocol for the safeguarding of data during the retention period.

Destruction of Data

The Clerk will review all data held yearly and will decide whether to destroy or delete any data once the purpose for which those documents were created is no longer relevant.

Once the decision is made to dispose according to the Retention Schedule, the data should be deleted, shredded or otherwise destroyed. The Clerk shall document and approve the destruction process.

Appendix 1

Financial Records

Personal data record category	Mandated retention period
Payroll records	Seven years after audit
Supplier contracts	Seven years after contract is terminated
Permanent Audits	Permanent
Financial statements	Permanent
General Ledger	Permanent
Invoices	7 years
Cancelled checks	7 years
Bank deposit slips	7 years
Business expenses documents	7 years
Check registers/books	7 years
Property/asset inventories	7 years
Credit card receipts	3 years
Petty cash receipts/documents	3 years

Business Records

Personal data record category	Mandated retention period
Parish Council and Committee Meetings	Permanent

HR: Employee Records

Personal data record category	Mandated retention period
Disciplinary, grievance proceedings records, oral/verbal, written, final warnings, appeals	As per legal requirement
Applications for jobs, interview notes – Recruitment/promotion panel Internal Where the candidate is unsuccessful Where the candidate is successful	Deleted immediately Duration of employment
Payroll input forms, wages/salary records, overtime/bonus payments Payroll sheets, copies	7 years
Bank details – current	Duration of employment
Payrolls/wages	Duration of employment
Job history including staff personal records: contract(s), Ts & Cs; previous service dates; pay and pension history, pension estimates, resignation/termination letters	As per legal requirement
Employee address details	Duration of employment
Expense claims	As per legal requirement
Annual leave records	Duration of employment
Accident books Accident reports and correspondence	As per legal requirement
Certificates and self-certificates unrelated to workplace injury; statutory sick pay forms	As per legal requirement
Pregnancy/childbirth certification	As per legal requirement
Parental leave	Duration of employment

Maternity pay records and calculations	As per legal requirement
Redundancy details, payment calculations, refunds, notifications	As per legal requirement
Training and development records	Duration of employment

Contracts

Personal data record category	Mandated retention period
Signed	Permanent
Contract amendments	Permanent
Successful tender documents	Permanent
Unsuccessful tenders' documents	Permanent
Tender – user requirements, specification, evaluation criteria, invitation	Permanent
Contractors' reports	Permanent
Operation and monitoring, eg complaints	Permanent

IT

Personal data record category	Mandated retention period
Recycle Bins	Cleared monthly
Downloads	Cleared monthly
Inbox	All emails containing PII attachments deleted after 3 years.
Deleted Emails	Cleared monthly

Personal Network Drive	Reviewed quarterly, any documents containing PII deleted after 3 years
Local Drives & files	Moved to network drive monthly, then deleted from local drive
Google Drives, drop box	Reviewed quarterly, any documents containing PII deleted after 3 years

Newsletter

Personal data record category	Mandated retention period
Name, email address, address,	Kept until subject requests deletion or no longer needed for the purposes of advertising in the Newsletter.

Parish Councillors and Contractors

Personal data record category	Mandated retention period
Name, email address, address,	Kept until no longer needed for the purpose the information was obtained for.

Residents and members of the public

Personal data record category	Mandated retention period
Name, email address, address,	Kept until subject requests deletion or no longer needed to resolve query.