 **Thurlaston Parish Council**

**Data Retention Policy**

**N.B. For the purposes of this Policy and associated Guidelines ‘data and records’ should be interpreted as including all records held, whether in hard copy or electronic media.**

**Storage of Data and Records Statement**

1. All data and records will be stored in accordance with the security requirements of the Data Protection Legislation and in the most convenient and appropriate location having regard to the period of retention required and the frequency with which access will be made to the record.
2. Data and records which are active should be stored in the most appropriate place for their purpose commensurate with security requirements.
3. Data and records which are no longer active, due to their age or subject, should be stored in the most appropriate place for their purpose.
4. The degree of security required for file storage will reflect the sensitivity and confidential nature of any material recorded.
5. Any data file or record which contains personal data of any form can be considered as confidential in nature.
6. Data and records should not be kept for longer than is necessary. This principle finds statutory form in the Data Protection Legislation, which requires that personal data processed for any purpose "shall not be kept for longer than is necessary for that purpose". All councillors and staff are required to have regard to the Guidelines for Retention of Personal Data attached hereto.
7. Any data that is to be disposed must be safely disposed of for example by shredding. Any Councillor or member of staff who does not have access to a shredder, should pass material to the Clerk who will undertake/arrange secure shredding.
8. Special care must be given to disposing of data stored in electronic media. In particular, personal data relating to individuals on for example personal computers which are to be disposed of.

Policy adopted at full Parish Council meeting held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guidelines for Retention of Personal Data**

***N.B. This is not an exhaustive list - If you have any queries/questions regarding retention or disposal of data please contact the Parish Clerk.***

|  |  |
| --- | --- |
| **Types of Data** | **Suggested Retention Period** |
| Personnel files - including training records, notes of disciplinary and grievance hearings. | 6 years from the end of employment |
| Application forms/interview notes | Maximum of one year from the date of the interviews for those not subsequently employed. If employed, retain in personnel file. |
| Information relating to children (if any held) | Check for accuracy once a year |
| Contractor Information | Contact details held until relationship ends.Invoice details for 8 years. |
| Village Organisation Contact details | Contact details held until relationship ends. |
| Parishioner/General correspondence | Six years from date of receipt or completion of correspondence. |
| Councillor personal details  | Until relationship ends.Record of length of service and capacity held – permanent. |
| Employee personal details | Six years from date the employee left their employment. Record that employee was employed and in what capacity – permanent. |
| Wages and salary records | Minimum of 6 years after the end of the financial year to which the records relate. |
| Income Tax and NI returns, including correspondence with tax office | Minimum of 6 years after the end of the financial year to which the records relate. |
| Statutory Maternity Pay records and calculations | Minimum of 6 years after the end of the financial year to which the records relate.(Statutory Maternity Pay (General) Regulations 1986) |
| Statutory Sick Pay records and calculations | Minimum of 6 years after the end of the financial year to which the records relate.Statutory Sick Pay (General) Regulations 1982 |
| Health records | 6 months from date of employee leaving employment(Management of Health and Safety at Work Regulations) |
| Health records where reason for termination of employment is connected with health, including stress related illness | 3 years from date of employee leaving employment(Limitation period for personal injury) claims) |
| Accident books, and records and reports of accidents | (for Adults) 3 years after the date of the last entry.(for Children) three years after the child attains 18 years (RIDDOR 1985 & 2013). |