

WESTWELL PARISH COUNCIL PRIVACY NOTICE

Our website is operated by Westwell Parish Council which is responsible for the processing of your personal data and is the data controller for all such information. We regard your privacy as very important. Any personal information you provide to us through this website will be dealt with in accordance with this Privacy Policy and the Terms of Use. This Privacy Policy describes the information we may collect from you and the purpose for our collection of it.

1. General Data Protection Regulations

As data controller and when handling any personal information we take all necessary steps to comply with the Data Protection Act 1998 (as modified by the General Data Protection Regulations 2016) and relevant subordinate legislation. When you supply any personal information to us we will meet our legal obligations to you in the way that we deal with that information. In accordance with the Data Protection Principles we are required to collect personal information fairly and to let you know how we will use it (see section 2 below) and whether we will pass the information onto anyone else (see section 3 below). We will comply with the Principles by ensuring that:

- All personal information supplied to us is held securely
- Information will be held only as long as necessary for our services
- We use up-to-date industry procedures to keep personal data as safe and secure as possible against loss, unauthorised disclosure or access (see section 5 below).

2. What personal information do we collect and why do we collect it?

We may collect the following types of information:-

- (a) Web analytic data
- (b) Cookies
- (c) Contact information and other personal information.

In common with many websites we reserve the option to collect information about online behaviour using cookies, which contain identification information that enables us to see how users are interacting with the site and how frequently they are returning. The cookies do not contain any information which enable you to be personally identified and are not combined with other information the Parish Council holds to provide personally identifiable information.

If we do want to collect personally identifiable information through our website, we will be transparent about this. We will make it clear when we collect personal information and will explain what we intend to do with it. Only the information in (c) is Personal Data which falls within the provisions of the Data Protection legislation. We may come to hold your Personal Data (such as name, email address and other contact information) when you contact us to make comments, submit a problem or request information from us.

3. To whom will we supply your personal data?

Data about traffic and usage of the site together with information collected about online behaviour using cookies may be shared with third parties but only in aggregated anonymous form.

We do not disclose personally identifying information except in very specific instances.

It is not our normal policy to release (sell, trade, provide or rent) your information to other parties. If a good reason for changing that policy were to arise it would remain the case we would not release any of your personal data without having first obtained your consent at the point of collection of your personal data. If you do give us that permission we will only share information

with organisations we have carefully selected and believe to be reputable. (See also paragraphs 3.1 and 3.2.)

Where an individual provides personal information (such as name, email, address and other contact information) to us via our website for whatever purpose (eg, survey, feedback etc.) that personal information will only be used for the purpose of communicating with you in relation to the matter raised or for any other purpose for which you have given your consent.

The Parish Council will regard it as normal processing to share communications internally between current parish councillors to ensure that any issue raised is properly dealt with.

Specific personal information may be released where we are required to do so eg, court order or for any of the Council's statutory purposes.

3.1 Will you use my personal information for direct marketing? Can I prevent this?

Personal data obtained from optional surveys or contests may be used by us for the purpose of making you aware of other services or promotions from the Council, which we think you may be interested in. It is not our normal policy to release such information to other parties for direct marketing. If a good reason for changing that policy were to arise it would only be in a case where the third party had been carefully selected/vetted, and we would not release any of your personal data without having first obtained your consent at the point of collection of your personal data. Such consent may also be withdrawn at any time by sending an email to:

clerk@westwellpc.kentparishes.gov.uk

and typing Remove in the subject line. In addition, if we send you a direct marketing communication it will include an option to remove yourself from the mailing list.

3.2 Is my personal information sent abroad?

Countries in the European Economic Area (EEA, which includes the UK at time of writing) are required to have a similar standard of protection of personal data. Lower standards often apply outside that area. The Parish Council does not propose releasing such material outside the EEA. In addition, before releasing any data to a third party under the constraints above, guarantees will be elicited that processing of this personal information will continue to be restricted to the EEA, and we will take all reasonable steps to ensure that data is held with adequate security.

4. Links to other websites

This Privacy Policy only extends to the Westwell Parish Council website and does not, therefore, extend to your use of, provision of data to and collection of data on any other website to which you may link by using the hypertext links within our website.

5. Security

We take care to ensure the security of the Westwell Parish Council website and your personal information. We have put in place appropriate technical and organisational measures to ensure the safety and security of the information we collect on line. Any third party processing such information on the Parish Council's behalf is contractually obliged to put in place similar measures. However, you should consider any communication that you transmit to us (such as data, questions, answers, comments or suggestions) as non-confidential. The Parish Council will not be liable if information that belongs to you is intercepted and used by an unintended recipient.

6. Changes to this Privacy Policy

We may edit or amend this Privacy Policy from time to time. If we make any substantial changes in the way we use your personal information we will notify you by posting a prominent notice on the Home page of the website.

7. Access to personal information and contacting us

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. If we do hold information about you we will:

- Give you a description of it
- Tell you why we are holding it
- Tell you who it could be disclosed to
- Let you have a copy of the information in an intelligible form.

If you wish to find out what information we hold about you please contact us providing your contact details, a brief description of the information you require and enclose proof of your identity. This could be a scanned copy of a household bill, passport or driving licence. You will receive a response to your request within 20 days.

If you wish to make such request, or have any questions about this Privacy Policy, please contact us in writing to:

Mrs S Wood, Data Processor, Westwell Parish Council, 14 Sandyhurst Lane, Ashford TN25 4NS
or email to:

clerk@westwellpc.kentparishes.gov.uk

If at any time you feel that we have failed to meet these standards then please either contact us or make a complaint direct to the Information Commissioner using their website:

www.ico.org.uk/concerns

June 2018.

WESTWELL PARISH COUNCIL
DATA PROTECTION POLICY AND INFORMATION SECURITY POLICY

The Data Protection Policy

Westwell Parish Council (WPC) recognises its responsibility to comply with the General Data Protection Regulations (GDPR) which replaces the Data Protection Act 1998. The Act regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

The Data Protection Act

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper.

WPC has also notified the Information Commissioner that it potentially holds personal data about individuals. When dealing with personal data, WPC staff and any Parish Council members must ensure that:

- Data is processed fairly and lawfully. This means that personal information should only be collected from individuals if staff and Councillors have been open and honest about why they want the personal information.
- Data is processed for specified purposes only.
- Data is relevant to what it is needed for. Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- Data is accurate and kept up to date. Personal data should be accurate, if it is not it should be corrected.
- Data is not kept longer than it is needed. Data no longer needed will be shredded or securely disposed of.
- Data is processed in accordance with the rights of individuals. Individuals must be informed, upon request, of all the personal information held about them.
- Data is kept securely. Only staff can access the data. It cannot be accessed by members of the public.

Storing and accessing data

WPC recognises its responsibility to be open with people when taking personal details from them. This means that the Parish Council must be honest about why a particular piece of personal information is required. WPC may hold personal information about individuals such as their addresses and telephone numbers. These will be securely kept and are not available for public access. All data stored on the Parish Clerk's is password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of the Parish Council's document retention policy, it will be shredded or securely deleted from the computer, as is applicable. WPC is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them:

- They must be sent all of the personal information WPC holds about them
- There must be an explanation of why it has been stored
- There must be a list of who has seen it

- It must be sent within 20 days.

Confidentiality

WPC parish councillors and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Nominated Officer

The Parish Council's Data Processor is Susan Wood (Parish Clerk)

June 2018

**WESTWELL PARISH COUNCIL
SUBJECT ACCESS REQUEST FORM**

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. You are currently entitled to receive this information under the Data Protection Act 1998 (DPA) and will continue to be under the EU General Data Protection Regulation (GDPR), which came into effect on 25 May 2018. We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavour to respond promptly and in any event within one month of the latest of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

SECTION 1: Details of the person requesting information

Full name	
Address	
Contact telephone number	
Email address	

SECTION 2: Are you the data subject?

YES: I am the data subject. I enclose proof of my identity (see below).
(please go to section 4)

NO: I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below).
(please go to section 3)

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

- 1) Proof of Identity

Passport, photo driving licence, national identity card, birth certificate.

2) Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill, HMRC tax document (no more than 1 year old).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

SECTION 3: Details of the data subject (if different from section 1)

Full name	
Address	
Contact telephone number	
Email address	

SECTION 4: What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with section 8(2) of the DPA, not to provide you with copies of information requested if to do so would take “disproportionate effort”, or in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. However we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

SECTION 5: Information about the collecting and processing of data

If you want any information about the following, please tick the boxes:

- Why we are processing your personal data
- To whom your personal data is disclosed
- The source of your personal data

SECTION 6: Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to National Records of Scotland is true. I understand that it is necessary for National Records of Scotland to confirm my / the data subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed.....

Date

Documents which must accompany this application:

- **Evidence of your identity (see section 2)**
- **Evidence of the data subject's identity (if different from above)**
- **Authorisation from the data subject to act on their behalf (if applicable)**

Please return the completed form to:

Mrs S Wood
Data Processor
Westwell Parish Council
14 Sandhurst Lane
Ashford
Kent
TN25 4NS

Email: clerk@westwellpckentparishes.co.uk

Telephone: 01233 623902

Correcting Information

If after you have received the information you have requested you believe that:

- The information is inaccurate or out of date; or
- We should no longer be holding that information; or
- We are using your information for a purpose of which you were unaware;
- We may have passed inaccurate information about you to someone else;

then you should notify the Parish Clerk at once.

June 2018

WESTWELL PARISH COUNCIL DATA BREACH POLICY

This Data Breach Policy is provided to you by Westwell Parish Council.

A personal data breach is one that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

1. Notifying the Information Commissioners Office (ICO)

Currently, data breaches do not have to be routinely notified to the ICO or others although the ICO recommends that it is good practice so to do. However, guidance states that organisations should notify the Information Commissioners Office of a breach where it is likely to result in a risk to the rights and freedoms of individuals or if it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage.

Data Breaches will be recorded using the ICO's online system:

<https://ico.org.uk/for-organisations/report-a-breach/>

and the following information should be provided:

- The potential scope and cause of the breach
- Mitigation actions the council plans to take
- Details of how the council plans to address the problem.

2. Notifying the Individual concerned

If a breach is likely to result in a high risk to the rights and freedoms of individuals (such as through identity theft) the council will notify those concerned.

3. Timescales

Under the GDPR, we are required to report a personal data breach, which meets the reporting criteria, within 72 hours to the Information Commissioner.

In line with the accountability requirements, all data breaches must be recorded by the parish council along with details of actions taken. This record will help to identify system failures and should be used to improve the security of personal data.

4. Notifying the council

If anyone (including a third party) suspects that a data breach has occurred details of the alleged breach should be submitted immediately in writing to:

Mrs S Wood
Data Processor
Westwell Parish Council
14 Sandyhurst Lane
Ashford
Kent
TN25 4NS

June 2018

WESTWELL PARISH COUNCIL
DATA SECURITY BREACH REPORTING FORM

A data security breach can happen for a number of reasons: Loss or theft of data or equipment on which data is Stored, Inappropriate access controls allowing unauthorised use, Equipment failure, Human error, Unforeseen circumstances such as a fire or flood, Hacking attack, 'Blagging' offences where information is obtained by deceiving the organisation who holds it. Use this form to report such breaches.

Example: Reportable Theft or loss of an unencrypted laptop computer or other unencrypted portable electronic/digital media holding names, addresses, dates of birth and National Insurance Numbers of individuals. A manual paper-based filing system (or unencrypted digital media) holding the personal data relating to named individuals and their financial records etc. More information can be found using the below link:

https://ico.org.uk/media/for-organisations/documents/1562/guidance_on_data_security_breach_management.pdf

Breach Containment and Recovery

Article 2(2) of the Notification Regulation states:

The provider shall notify the personal data breach to the competent national authority no later than 24 hours after the detection of the personal data breach, where feasible. The provider shall include in its notification to the competent national authority the information set out in Annex I. The Privacy and Electronic Communications (EC Directive) Regulations 2003 (PECR) provide rules about sending marketing and advertising by electronic means, such as by telephone, fax, email, text and picture or video message, or by using an automated calling system. PECR also include other rules relating to cookies, telephone directories, traffic data, location data and security breaches. Detection of a personal data breach shall be deemed to have taken place when the provider has acquired sufficient awareness that a security incident has occurred that led to personal data being compromised, in order to make a meaningful notification as required under this Regulation.

Date and time of Notification of Breach	
Notification of Breach to whom: Name Contact Details	
Details of Breach	
Nature and content of Data Involved	
Number of individuals affected:	
Name of person investigating breach: Name Job Title	

<p>Contact details</p> <p>Email</p> <p>Phone number</p> <p>Address</p>	
<p>Information Commissioner informed:</p> <p>Time and method of contact</p> <p>https://report.ico.org.uk/security-breach/</p>	
<p>Police Informed if relevant</p> <p>Time and method of contact</p> <p>Name of person contacted</p> <p>Contact details</p>	
<p>Individuals contacted</p> <p>How many individuals contacted?</p> <p>Method of contact used to contact?</p> <p>Does the breach affect individuals in other EU member states?</p> <p>What are the potential consequences and adverse effects on those individuals?</p> <p>Confirm that details of the nature of the risk to the individuals affected: any measures they can take to safeguard against it; and the likely cost to them of taking those measures is relayed to the individuals involved.</p>	
<p>Councillors briefed</p>	
<p>Assessment of ongoing risk</p>	
<p>Containment Actions: technical and organisational security measures have you applied (or were to be applied) to the affected personal data</p>	
<p>Recovery Plan</p>	
<p>Evaluation and response</p>	

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WESTWELL PARISH COUNCIL

Personal Data Management and Audit Policy (June 2018)

Data Management

The General Data Protection Regulations (GDPR) place a much greater emphasis on transparency, openness and fairness than previous legislation required. The Parish Council (as Data Controller) will ensure the Principles of Data Protection legislation will be followed in the management of personal data and that employees and councillors understand the requirements of the new legislation. The Parish Clerk (as Data Processor) will follow the underlying principles that personal data:

Must be processed lawfully, fairly and transparently.

Is only used for a **specific processing purpose** that the data subject has been made aware of and no other, without further consent.

Should be **adequate, relevant and limited** i.e. only the minimum amount of data should be kept for specific processing.

Must be **accurate** and, where necessary, **kept up to date**.

Should **not be stored for longer than is necessary**, and that storage is safe and secure.

Should be processed in a manner that ensures **appropriate security and protection**.

The Parish Clerk will manage subject access requests allowing data subjects to exercise their rights under the GDPR:

- The right to access personal data we hold on you;
- The right to correct and update the personal data we hold on you;
- The right to have your personal data erased;
- The right to object to processing of your personal data or to restrict it to certain purposes only;
- The right to data portability;
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained;
- The right to lodge a complaint with the Information Commissioner's Office.

The Parish Council (as Data Controller) has adopted a Data Protection Policy and Subject Access Request Policy. These, together with the Parish Council's Privacy Notice, are available to view on the Council website or via the Parish Clerk. The Parish Clerk (as Data Compliance Officer) will:

- Ensure that data is held securely, password controlled on a need-to-know basis and back-up systems are in place;
- Maintain a processing log of data;
- Ensure that data is held no longer than is necessary and follows guidelines for its deletion;
- Ensure that Consent Forms are obtained where necessary, recorded and reviewed as necessary;
- Undertake data protection impact assessments where required for new projects, as directed by the Parish Council (as Data Controller);
- Ensure the notification of personal data breaches;
- The Parish Clerk will report to the Parish Council on progress in compliance with GDPR, to include any required monitoring identified.

Data Audit

SUBJECT	Nature/purpose of processing	Type of data/where is it from	Who is the data subject?	Lawful basis/bases for processing	Data Controls
Planning Applications	Consultations and decisions published by the Local Planning Authority and shared with Parish Council. Parish Clerk emails details of each application to Parish councillors. Also published with agenda and Minutes and discussed in the Open Session. Parish Council comments on each application is published by the Local Planning Authority	Name and contact information; principal authority; residents/public	Planning applicant/resident; other members of the public speaking in Open Session at council meetings	Compliance with legal obligation	Information in Agenda and Minutes to include only what is necessary to identify and discuss the application or decision. Any correspondence between Parish Council and applicant to be in accordance with data protection principles, and to be deleted in accordance with the Parish Council's document retention policy
Parish councillor details	Parish Clerk retains contact details/gathered for election purposes/published in accordance with the Transparency Code and Code of Conduct	Name, address, contact details and disclosable pecuniary interests	Parish councillors	Compliance with legal obligations in accordance with Transparency Code and Code of Conduct	Details published on website in accordance with statutory requirements. Data held by Parish Clerk, on the Parish Clerk's laptop, and deleted when a Parish Councillor retires from office. Requests for this data (from third parties) shall be referred to the website
Electoral register	Provided to Parish Clerk annually, with monthly updates re amendments	Provided by Principal Authority and contains names, address, marital status; principal authority	Parish residents	Compliance with legal obligation	Parish Clerk to retain in a secure place, not to be shared or photocopied; members of the public to

					be directed to Principal Authority for any electoral roll queries
Parish magazine	Inform residents and gain views of residents. Advertising copy	Advertisers and subscribers names and contact details - from advertisers and subscribers	Advertisers and subscribers	Consent	Parish Clerk to retain in a secure place – legitimate interest with regard to advertisers and subscribers. Not to be used for another purpose unless consent is given
Parish Council website	Information relating to the Parish Council is published on the website	Residents' names	Members of the public	Consent; compliance with legal obligation	Not to be used for another purpose unless consent is given
Correspondence from members of the public/residents/other parties relating to parish matters which may contain personal data	May relate to Parish Council Services, Parish Council performance, request for service, reporting issues or making complaints	Name, address, contact details, with possible sensitive personal data, depending on the nature of the matter, provided by residents	Members of the public, residents	Public interest; compliance with legal obligation	Any email letter or other form of query received by the Parish Council which contains personal data will be retained in accordance with the Parish Council's document retention policy. Such data may be stored on the Parish Clerk's laptop and held by the Parish Clerk in a secure place. The agreed privacy notice shall be provided to any person who contacts the Parish Council or directed to the link on the Parish Council website. In accordance with the agreed privacy notice, such data shall not be

					shared with any third party without the express permission of the data subject.
Parish Council Minutes which include an Open Session	Matters raised by members of the public at Council meetings; Minutes include a record of discussion as required by Local Government legislation	Names and possibly other information	Members of the public, residents	Public interest; compliance with legal obligation	Parish Clerks should try to avoid inclusion of personal data in agenda or Minutes. Where personal data or potential identifiers cannot be avoided, these should be kept to a minimum. Members of the public who attend the Open Session or the Annual Meeting should be informed by the Chairman that the issue may be included in public Minutes and should give their consent to this before the discussion (consent to be inferred as Chairman gives the members of the public the chance to withdraw from the meeting if they wish)
Contact with public in response to requests made at Parish Council meetings	Letter/email to residents asking them to perform actions (eg, trim trees or hedges)	Names, addresses and possibly other personal data provided by Parish Councillors/residents	Members of the public, residents	Public interest; compliance with legal obligation	Copy to be retained on Parish Clerk laptop (held by Clerk in a secure place) in accordance with the Parish Council's document retention policy Information shall not be shared with any third

					party without express permission of the data subject
Parish Council Contracts and Services	Correspondence with contractors/public to carry out contracting work and services required by the Parish Council	Names, contact details, qualifications, financial details, details of certificates and diplomas, education and skills; provided in contract applications etc.	Contractors/Tradespersons, surveyors, architects, builders, suppliers, advisers etc.	Contractual necessity	Copy to be retained on Parish Clerk's laptop (held by Clerk in a secure place) for life of contract.
Cemetery	Residents, members of the public wishing to purchase a plot/arrange an interment. Residents with queries re persons interred	Residents and members of the public provide personal contact information when applying	Residents	Contractual necessity	Legitimate interest – fees are payable. Records to be kept in perpetuity and entered in hardbound Burial Ledgers held by the Clerk. Data shall not be shared with any third party without the express permission of the inquirer
Any other subject where personal data may be held	Personal data which comes under the control of the Parish Council which does not fit into any of the categories above	Names, addresses and possible other personal data	Various	Various	Parish Clerk to process the data in accordance with the data protection principles, always ensuring that personal data is stored securely and not shared with any third party without the express permission of the data subject.

Mrs S Wood, Data Compliance Officer, Westwell Parish Council
14 Sandhurst Lane, Ashford, Kent TN25 4NS

June 2018

WESTWELL PARISH COUNCIL RETENTION OF DOCUMENTS POLICY

Westwell Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

Scope

Responsibilities

Retention Schedule

Scope of the policy

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council, who is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule which lays down the length of time for which records need to be retained and the action which should be taken when they are of no further administrative use.

The Clerk is expected to manage the current record-keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

Planning Applications

All planning applications and relevant decision notices are available at the offices of Ashford Borough Council and applications from 2003 are available on its website, earlier applications can be viewed by appointment. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council Minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated below.

Retention of Documents

Document	Minimum Retention	Reason
Minute Books	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank statements	7 years	Audit/management
Cemetery records	Indefinite	Archive
Cheque book stubs	Last completed audit	Management
Complaints	1 year	Management
Declaration of Acceptance of Office	Chairman – 1 year Councillors – until the next election	Management
Declaration of Pecuniary Interests	For duration of councillors' office	Management
General information	3 months or the previous edition	Management
Paying in books	Last completed audit	Management
Quotations	7 years	Audit
Paid invoices	7 years	Audit/VAT
Routine correspondence (including emails)	6 months	Management
Salary records	7 years	Audit
Tax & NI records	7 years	Audit
Insurance policies	While valid (unless there is relevant claim outstanding)	Audit
Cert of Employers Liability	40 years	Audit/legal
Cert of public liability	40 years	Audit/legal
Assets register	Indefinite	Audit
Deeds, leases	Indefinite	Audit

Disposal procedure

All documents that are no longer required for administrative reasons should be shredded and disposed of securely.