

Data Retention Policy

The Parish Council has reviewed its Policies on the retention of personal data, in the view of the new legislation (General Data Protection Act 2018).

Data is defined as Information relating to an identifiable living person, who can be directly or indirectly identified.

Future Data Retention

The Parish Council will no longer retain any records which include unnecessary personal data, either in written or digital form (names, addresses, email addresses or social media contacts). Where it is necessary to record personal data for lawful purposes which will be retained and used for a limited period, formal approval will be requested from each person to the retention and the approval will be recorded and stored, (hard copies and digitally) by the Clerk. Personal data received by standard mail or email will not be stored and will be destroyed or erased after appropriate action has been taken to deal with any issues raised in the mail or email.

Meeting Agendas and Minutes of Meetings will no longer identify members of the Public who attend a meeting. Councillors who are attending PC meetings in a lawful capacity, will still be identified in Minutes of Meetings.

Emails that are circulated to Councillors will be sent using Blind Carbon Copy facilities, to avoid exposing all email addresses.

Storing Personal Data

Hard copies of documents incorporating personal data will be retained by the Clerk in a secure store with the Clerk retaining the code to access the secure store.

Emails and digital data will be stored on the PC's laptop computer, which is accessed by an 18 digit code, with encrypted data accessed via a separate password on the laptop. Backup data is stored on a separate computer hard disk which is itself accessed by an 18 digit code and encrypted.

Existing Stored Data

All retained documents have been checked. Any personal data found has been removed from the relevant file and destroyed.

Digital Stored Data

All existing emails (received and sent) up to and including 28 May 2018, have been deleted from the PC laptop and all backups of the deleted emails have been destroyed.

Parish Council Website

The website is intended for informing local residents only. It does not store email addresses of anyone who looks at the website and no longer has a facility to contact any Councillor or the Clerk via a messaging service which forwards emails to other parties, including Councillors and the Clerk.

Existing Meeting Agendas and Minutes of Meetings which have previously been available via the PC's website will be removed.