Review Date	13 May 2026 09/26-27i
Next Review	May 2027

Holmesfield Parish Council

GDPR and Data Retention Policy

Introduction - GDPR comes into force on 25 May 2018 and supersedes the 1998 Data Protection Act. Information is required by the Council in order to carry out its' various functions and is accumulated from both individuals and external organisations and also generated and recorded in documents and records. Documents and records will include information that is both in hard copy and electronic form.

Scope – The obligations apply equally to both Council Members and Employees and applies to all information held by the Council and external service providers where they are processing information on behalf of the Council.

Responsibility - The Data Protection Officer is the Clerk to the Council, all other Employees and Members are Data Controllers and are responsible for complying with GDPR when processing data.

The Council is committed to maintaining the strictest level of confidentiality for any personal data held and will only process data for the reasons it was provided. We do not sell any data and information is only shared when required to meet with statutory obligations.

Any personal data will be processed fairly and lawfully, for only specified reasons and will not be further processed in any manner incompatible with that reason. It will be relevant, not excessive and kept up to date.

It is necessary to retain specific documents in order to fulfil statutory and regulatory requirements and also to meet operational needs and preserve information which has historical value. (App 1)

Holmesfield Parish Council

General Data Protection Policy Statement

Appendix 1 – Retention of Data, Storage and public notification

Document	Electronic / Hard Copy	Retention Period	Reason	Disposal Method
Minutes of Meetings	E H	Indefinite	Statutory	N/A
Agenda	E	7 years	Management	Deletion
Accident / Incident Reports	E H	Indefinite	Legal	N/A
Annual Accounts	H	Indefinite	Audit	N/A
Internal / External Audit Reports	H	Indefinite	Audit	N/A
Invoices (includes salary records)	H	13	Tax / Audit / Statutory	CW
Bank Statements	H	7	Audit	CW
Cheque book Stubs	H	7	Audit	CW
Paying In Books	H	7	Audit	CW
Cash Book	E	13	Tax / Audit / Statutory	Deletion
VAT	H	7	Tax / Audit	CW
Salary records (kept with invoices)	H	13	Tax / Audit / Statutory	CW
Planning Applications	H	2	Management	CW
Receipt books and payee information	H	7	Audit	CW
Room booking forms	H	2	Management	CW
Booking diary	H	2	Management	CW
Insurance Documentation	H / E	Indefinite	Legal	N/A
Deeds Leases and Contracts	H	Indefinite	Legal	N/A
Historical Information	H	Indefinite	Benefit of Parish	N/A
Enquiries from public	E / H	Until resolved	Management	Deletion / CW

Disposal
CW – confidential waste – shredded
Bin – General waste showing no personal data
Deletion – Of computer records – PC and non-local storage

Storage of data
Electronic – kept secure, passworded, encrypted memory sticks
Hard Copy – Clerk's office
Shredding – All documents to be cross shredded
All members invited to leave their meeting papers with the Clerk following Council Meetings.

Public Notification
Notice to be placed on Website, on Notice Board inside Village Hall and on booking forms.