



**Knapton Parish Council**

*Working for a better tomorrow*

## **Data Retention Policy**

**Knapton Parish Council**

### **1. Introduction**

Knapton Parish Council recognises the importance of managing information responsibly and securely. This Data Retention Policy sets out how the Council retains and disposes of personal data and other records in line with legal, regulatory, and operational requirements.

The Council is committed to ensuring that information is:

- Kept only for as long as necessary
- Accurate and up to date
- Stored securely
- Disposed of appropriately

### **2. Legal Framework**

This policy is informed by the following legislation and guidance:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Local Government Transparency Code 2015

### **3. Scope**

This policy applies to:

- All personal data and records held by the Council
- All formats, including paper, electronic files, emails, and backups
- Councillors, the Parish Clerk, and anyone handling data on behalf of the Council

#### 4. Retention Principles

The Council will ensure that:

- Personal data is retained only for as long as there is a lawful reason
- Data is reviewed regularly
- Records are securely destroyed when no longer required
- Retention periods reflect statutory requirements and best practice

#### 5. Retention Periods

The Council follows recommended retention periods for parish councils. Examples include:

<b>Record Type</b>	<b>Retention Period</b>
Minutes of meetings	Permanent
Agendas and supporting papers	6 years online, paper copies destroyed once minutes have been agreed
Financial records (accounts, invoices, receipts)	6 years
Audit records	6 years
Asset register	Life of asset + 6 years
Contracts and agreements	Duration of contract + 6 years
Correspondence (general)	1 year
Correspondence with legal or financial significance	6 years
Personnel records (Clerk)	6 years after employment ends

FOI requests and responses	3 years
Data protection records	6 years

Retention periods may be extended where required for legal claims or ongoing investigations.

## **6. Secure Storage**

The Council will take appropriate measures to protect information, including:

- Password-protected devices and files
- Secure storage of paper records
- Limited access to authorised persons only
- Regular review of data held

## **7. Secure Disposal**

When records reach the end of their retention period, they will be disposed of securely by:

- Shredding or incinerating confidential paper documents
- Permanently deleting electronic files
- Ensuring backups are overwritten or deleted where feasible

## **8. Data Subject Rights**

Individuals have rights under the UK GDPR, including the right to request access to their personal data. Requests will be handled in line with the Council's Data Protection and Freedom of Information policies.

## **9. Responsibilities**

- The Parish Clerk is responsible for managing records and ensuring compliance with this policy.
- Councillors are responsible for handling data in accordance with this policy and relevant legislation.

## **10. Review of Policy**

This Data Retention Policy will be reviewed periodically and updated as required to reflect changes in legislation or guidance.

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