



ST LEONARDS & ST IVES

PARISH COUNCIL

GDPR Policy

Policy No: 11

Policy for the Processing, Monitoring and Retention of Data

Adopted 25th July 2018

Last reviewed May 2020

Next review May 2024

Correspondence Received:

1. Letters and emails received will be reported to the Council at their next meeting. The correspondent will not be identified by name on Agendas or within the Minutes.
2. Letters and emails from residents will be destroyed as soon as there is no administrative element
3. Emails on a particular topic or issue will be filed separately so that the emails can be deleted en masse once there is no administrative element.
4. Planning correspondence from the public will be shredded when no longer in use ie once our comments have been despatched to the LPA.
5. Emails, email addresses and contact details will not be passed on to any outside organisation or person without the express consent of the individual.

Computers and Backups

The Parish Council operates a flexible working system allowing the Clerk to work from home and Office using the portable laptop and separate backup system.

1. Use of USB sticks will be restricted to single document or system backups for a single purpose such as year-end PAYE. No personal data files should be copied onto these items. These must be held securely at all times and kept in the locked fire proof cabinet when not in use.

2. The full system back up drive will be kept in the locked fire proof cabinet when not in use.
3. Old back up system discs, computers will be destroyed prior to disposal and reported to Council when complete
4. The computer will be protected by a password and will not be left open in an unsecured room.

General Filing

Filing will be retained in line with NALC guidance.

Electoral roll – This is retained and can be viewed within the Parish Office by the public but cannot be copied. The version supplied to the Parish Office is the public view copy and its access has been sanctioned by the Electoral Services Officer of the District Council.

Letters and correspondence identifying an individual will be shredded prior to disposal.

Complaints concerning Members will be destroyed at the end of the Term of Office.

Employment Records will be destroyed after 6 years unless the person left through ill health or industrial tribunal.

Papers relating to the Council property or assets will be retained .