

Terrington Parish Council
Data Retention and Disposal Policy
Adopted: 14 September 2026

1. Purpose

This policy sets out how **Terrington Parish Council** manages the retention, storage and disposal of personal data and other records in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, Freedom of Information legislation, and good governance practices.

The Council recognises that information must only be retained for as long as necessary to fulfil its purpose, meet legal obligations, and protect the interests of the Council and the public.

2. Scope

This policy applies to all Parish Council records including –

- Electronic records
- Paper records
- Emails
- Personnel records
- Financial records
- Correspondence
- Contractor and supplier records
- Councillor records
- Community engagement records

This policy applies to Councillors, employees, volunteers, contractors and anyone handling information on behalf of the Council.

3. Policy Statement

The Council will:

- Only collect and retain information necessary for lawful purposes.
- Keep records securely during their retention period.
- Dispose of records securely when no longer required.
- Comply with statutory retention requirements.
- Review records regularly.
- Protect confidential information during disposal.

4. Responsibilities

Councillors

- Approve and review this policy.
- Ensure compliance with legal obligations.

Clerk and Responsible Finance Officer

- Maintain records and management procedures.
- Monitor retention periods.
- Arrange secure disposal of records.
- Maintain disposal records where appropriate.

Councillors and Staff

- Follow this policy.
- Store records securely.
- Dispose of records only in accordance with approved procedures.

5. Data Retention Principles

The Council will retain information only when

- Required by law.
- Required for audit purposes.
- Necessary to provide services.
- Needed to protect legal interests.
- Required to support Council decisions.

Information will not be retained indefinitely unless there is a clear legal or historical reason for doing so. The Annex contains a table of minimum retention periods.

6. Storage of Information

The Council will ensure that:

Paper Records

- Are stored securely.
- Are protected from loss, theft, fire and unauthorised access.

Electronic Records

- Are password protected.
- Are backed up regularly.
- Are accessible only to authorised persons.
- Are protected by appropriate security measures.

7. Disposal Procedures

Paper Records

Confidential paper records containing personal information must be:

- Shredded and securely destroyed.
- They must not be placed intact into ordinary waste or recycling bins

Electronic Records

Electronic records must be:

- Permanently deleted from systems;
- Removed from backups where practical;
- Securely erased before disposal of devices.

8. Disposal Log

Where appropriate, a log of destroyed records will be maintained recording:

- Record description;
- Date destroyed;
- Person authorising disposal.

9. Data Subject Rights

Individuals have rights under UK GDPR including:

- Access to their personal data;
- Rectification of inaccurate data;
- Erasure in certain circumstances;
- Restriction of processing.

Requests will be handled in accordance with the Parish Council's Data Protection Policy.

10. Breaches

Any loss, accidental disclosure or destruction of records must be reported immediately to the Clerk.

Potential breaches will be investigated and reported to the full Council and if appropriate, reported to the ICO.

11. Review of Records

Councillors and staff are required to inform the Clerk at the end of each financial year -

- that personal data held has been stored in compliance with item 7 in this policy.
- that the retention periods of records held have been followed and relevant records destroyed securely.

12. Policy Review

This policy will be reviewed:

- Annually or
- Earlier if legislation, ICO guidance, or Council operations change.

TERRINGTON PARISH COUNCIL

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCIL (FROM NALC)

Document	Minimum retention period	Reason	Lawful basis
Minute books	Indefinite	Archive	Legal obligation
Scales of fees and charges	Six years	Management	Legal obligation
Receipt and payment account(s)	Indefinite	Archive	Legal obligation
Receipt books of all kinds	Six years	VAT	Legal obligation
Bank statements, including deposit/savings accounts	Last completed audit year	Audit	Legal obligation
Bank paying-in books	Last completed audit year	Audit	Legal obligation
Cheque book stubs	Last completed audit year	Audit	Legal obligation
Quotations and tenders	Six years	Limitation Act 1980 (as amended)	Legal obligation
Paid invoices	Six years	VAT	Legal obligation
Paid cheques	Six years	Limitation Act 1980 (as amended)	Legal obligation
VAT records	Six years generally but 20 years for VAT on rents	VAT	Legal obligation
Petty cash, postage, and telephone books	Six years	Tax, VAT, and Limitation Act 1980 (as amended)	Legal obligation
Wages books	12 years	Superannuation	Legal obligation
Insurance policies	As long as a claim can be made under it	Management and legal proceedings	Legal obligation
Certificates for Insurance against liability for employees	Indefinitely	Future claims	Legal obligation
Investments	Indefinite	Audit and management	Legal obligation
Title deeds, leases, agreements, contracts	Indefinite	Audit and management	Legal obligation
HR			
Contract, payroll	1 year after employment ends	management	contract
For burial grounds:			
Register of fees collected, register of burials, register of purchased graves, register/plan of grave spaces, register of memorials, applications for interment, applications for right to erect memorials, disposal certificates, and copy certificates of grant of exclusive right of burial.	Indefinite	Archives and Local Authorities Cemeteries Order 1977 (SI. 204)	Legal obligation

Correspondence and casework			
Emails and correspondence	6 months		Public task
Documents, papers			