

# THORPE MORIEUX PARISH COUNCIL

## DOCUMENT AND ELECTRONIC DATA RETENTION POLICY

### 1 Introduction

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This Retention Policy covers all records and documentation, whether analogue or digital and are subject to the retention requirements of this Policy.

For the purpose of this Policy, the terms 'document' and 'records' include information in both hard copy and electronic form and have the same meaning hereby referred to as Documents or Documentation.

In certain circumstances it will be necessary to retain specific records in order to fulfil statutory or regulatory requirements and to meet operational needs.

### 2 Scope

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Thorpe Morieux Parish Council is bound by various obligations with regard to the documentation and electronic data it retains. These obligations include the period of retention for Documentation and when and how this Documentation is disposed.

Article 5 of GDPR provides "personal data must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed". The purpose of this Policy is to ensure that necessary records, documents and electronic data are adequately protected, archived and disposed of at the correct retention period, and to provide all staff with clear instructions regarding the appropriate retention and disposal of Documentation.

This Policy will also aid paper records and electronic data storage issues identified throughout the business and to eliminate the need to retain paper and electronic records unnecessarily.

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Thorpe Morieux Parish Council will ensure that information is not kept longer than is necessary and will retain the minimum amount of information that it is required to hold to meet its statutory functions and the provision of its services.

All decisions relating to the retention and disposal of Documents should be taken in accordance with this Policy.

### 3 Retention of Digital Data

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Any digital data including media and e mail files are retained on an encrypted external hard drive, which is in the possession of our Parish Clerk. The hard drive is stored safely under lock and key at times when it is not being used, and is not freely available for any person to access. The backup of electronic data is carried out on a weekly basis.

The process for accessing stored electronic data is via the external hard drive, which would need to be removed from the safe that it is stored in when not in use.

Thorpe Morieux Parish Council does not store any of its files on a laptop. The external hard drive is plugged into a laptop in order that the day to day working of the Council can be carried out. That laptop is password protected. That laptop has an anti-virus protection on it, that is reviewed on a regular basis to ensure that it is effective, and is renewed annually.

All portable / removeable storage media such as the external hard drive are retained safely under lock and key by the Parish Council/Parish Clerk and not destroyed.

### 4 Archiving and Retention of Documentation

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Archiving is defined as the process by which inactive data, in any format is securely stored for long periods of time in accordance with a retention schedule.

Thorpe Morieux Parish Council archives are with the Parish Clerk (for the day to day running of the Council work), historic records such as Minutes and Agenda's are stored in a locked filing cabinet, in a locked room at the Village Hall. The Clerk has access to the documents as and when they are required.

Thorpe Morieux Parish Council retains documents for the length of time that legislation requires it to.

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## 5 Disposal of Records

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Any record containing confidential information must either be disposed of in a confidential waste bin or shredded using a cross-cut shredder.

Disposal of documents that do not contain confidential information may be disposed of in the normal way or recycled.

## 6 Disposal of Electrical Hardware

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IT equipment and devices that have the ability and capability to store personal data include:

- PC's
- Laptops
- Mobile Phones
- Multi-Functional Devices – printers / scanners
- Servers
- USB Memory Sticks and external hard drives.

All computer equipment, recycling or refurbishing must be disposed of in accordance with the Waste Electric and Electronic Equipment Regulations.

Adopted on:

**23 May 2018**

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