



Rooksdown Parish Council

Data Retention Policy

V1 March 2019 as approved

1 Definition of data

In this context data means personal data in emails and files held in cloud storage, on IT devices or on removable storage, or on printed documents.

2 Data held by councillors

Data may be retained by councillors during their period of office.

3 Data held by officers

Data may be retained by officers for up to 6 years. Data may only be retained for a longer period if it can be shown that there is a legitimate reason for doing so.

4 Human resource (HR) data

All HR data shall be retained for 2 years after cessation of employment or termination of contract. It shall only be kept for a longer period if it can be shown that there is a reasonable chance that it may be required as evidence in an employment tribunal or legal action.

5 Enquiry emails

Data in enquiry emails received by the clerk from members of the public must be deleted or destroyed 6 months after completion of activities associated with them.

6 Provision of council services

Data obtained as part of provision of council services, eg allotments must be deleted or destroyed 2 years after completion of any associated services.