

Data Retention Policy

1. Introduction

Sandymoor Parish Council recognises the importance of retaining personal data only for as long as necessary to fulfil its purposes and to meet legal and regulatory obligations. This policy sets out the Council's approach to data retention in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope

This policy applies to all records held by the Council, including paper and electronic records, containing personal data relating to residents, staff, councillors, contractors, and other stakeholders.

3. Objectives

The objectives of this policy are to:

- Ensure compliance with legal and regulatory requirements
- Promote efficient and effective records management
- Minimise the risk of data breaches
- Ensure that personal data is not retained longer than necessary

4. Responsibilities

- The Council is the Data Controller and is responsible for overall compliance.
- The Clerk to the Council is responsible for implementing and monitoring this policy.
- All councillors, employees, and volunteers must ensure that records are managed in line with this policy.

4. Retention Principles

The Council will ensure that personal data:

- Is retained only for as long as necessary for the purpose for which it was collected
- Is reviewed regularly to determine whether it should be retained or deleted
- Is securely deleted or destroyed when no longer required

- Is retained where required to comply with legal obligations

5. Retention Periods

Retention periods will be determined based on:

- Legal and statutory requirements
- Guidance from relevant authorities (e.g., National Association of Local Councils (NALC), Information Commissioner's Office (ICO))
- The purpose for which the data was collected

Indicative retention periods include:

- **Minutes, agendas, and statutory records:** Permanent
- **Financial records (accounts, invoices, VAT records):** 6 years
- **Employee records:** 6 years after employment ends
- **Payroll records:** 6 years from the end of the tax year
- **Insurance records:** 3 years after policy expiry (or longer if required)
- **Complaints and correspondence:** 3–6 years depending on nature
- **Planning applications and related documents:** 6 years
- **CCTV recordings (if applicable):** 28 days (unless required for investigation)

These periods may be extended where necessary for legal proceedings or ongoing investigations.

The table in Appendix 1 shows the documents/data the Parish Council is likely to hold, and the retention periods relating to each type of data along with the reason for the retention period. The retention periods are often stipulated or governed by statute or other provisions. Further information can be found in the references identified in this policy.

6. Storage and Security

Records will be stored securely in a manner that protects against unauthorised access, loss, or destruction. This includes:

- Locked storage for paper records
- Password-protected systems for digital records
- Controlled access based on roles and responsibilities

7. Disposal of Records

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

- Securely shredded or disposed of (paper records)
- Permanently deleted from systems and backups (electronic records)

A record of disposal may be kept where appropriate.

8. Archiving

Records of historical value, such as minutes and significant correspondence, may be retained permanently and archived securely.

9. Data Subject Rights

Individuals have rights under UK GDPR, including the right to request access to their personal data and, in certain circumstances, the right to request erasure. Requests will be handled in accordance with the Council's data protection procedures.

10. Review of Policy

This policy will be reviewed legislation or guidance changes.

Policy Adopted:



23 Apr 2026

Signed and dated on behalf of Sandymoor Parish Council (Chair)



23 Apr 2026

Signed and dated by Sandymoor Parish Council Clerk

Appendix 1

Document/Data	Minimum Retention Period	Reason
Minutes - Signed	Indefinite	Archive/Public Inspection
Minutes – Draft	Destroy following signing	Operational Management
Annual Accounts	Indefinite	Archive/Public Inspection
Annual Return	Indefinite	Archive/Public Inspection
Receipt & Payment Accounts	Indefinite	
Insurance Certificates – Employers Liability Public Liability	40 Years	Audit/Legal - Employers Liability Act 1969, Employers Liability Regulations 1998
Asset Register	Indefinite (kept up to date)	Audit
Deeds, Leases, Agreements & Contracts	Indefinite	Audit/Management
Agendas	Online – Indefinite Papers – 6 Years	Archive/Public Inspection/Operational Management
Receipt Books	6 Years	VAT
Scale of Fees & Charges	6 Years	Management
Cheque Book Stubs	Last completed audit year	Audit
Quotes & Tenders (Successful)	12 Years	Limitation Act 1980
Quotes & Tenders (Unsuccessful)	2 Years	Limitation Act 1980
Paid Invoices	6 Years	Limitation Act 1980
VAT Records	6 Years (20 Years for any VAT on rents)	VAT
Tax & National Insurance Records	6 Years	Audit/Management/HMRC
Insurance Policies	As long as a claim can be made under it	Audit/Management/Legal
Insurance Certificates	40 Years	Audit/Legal – Employers Liability Act 1969/Employers Liability Regulations 1998
Timesheets	Last Completed Audit Year + 3 Years	Audit/Personal Injury
Bank Statements	Last Completed Audit	Audit/Management
Paying in Books	Last Completed Audit	Audit/Management
Members Records, including Declarations of Interest	Term of Office + 1 Year	Management
Employees Records	6 Years after employee has left unless through ill health or tribunal case (keep till employee is 65)	Management
Salary Records	Minimum of 6 years after the end of the financial year to which the records relate	Audit/Pension
Electors Records	While Valid	Management
Correspondence Not Otherwise Covered in this Schedule	While Valid	Audit/Management/Other

Appendix 2 – Change Log

Date Issued	Reason for Update
23/04/2026	Re-written for clarity and updated to new logo