



Fernwood Parish Council
Personal Data Retention Schedule
Adopted July 16th 2018

This document addresses Fernwood Parish Council's approach to archiving, retention or deletion of personal data and details how long personal data is kept before being destroyed or archived. The Parish Clerk authorises destruction and archiving and the Parish Council approves this policy.

	Interaction Type	Document/data	Format	Retention time	Archive/deletions	Authorised by
1	Booking confirmed	Emails about booking and booking form (bookings file)	Electronic/paper	Last completed audit year	Shred/delete	Parish Clerk
		Booking form receipts file	Paper	6 years	Shred	Parish Clerk
		Contact details google calendar	Electronic	Last completed audit year	Delete	Parish Clerk
2	Booking enquiry (not confirmed)	Email	Electronic	3 months after requested booking date	Delete	Parish Clerk
3	Enquiry	Email/Letter	Electronic/Paper	At end of useful life	Delete/Shred	Parish Clerk
4	Complaint	Email/Letter	Electronic/Paper	Indefinite		Parish Clerk

	Interaction Type	Document/data	Format	Retention time	Archive/deletions	Authorised by
5	Grant Application	Email/letter	Electronic/paper	Last completed audit year	Delete/Shred	Parish Clerk
6	Employee Data	Applications, Pensions, Payslips	Electronic	6 years after ceasing employment	Delete/Shred	Parish Clerk
		Pay slips in payments file	Paper	Last completed audit year	Shred	Parish Clerk
		Pay roll	Electronic	3 years	Delete	Parish Clerk
7	Councillor Data	Declarations of Interests	Electronic and Paper	Duration of membership	Delete/Shred	Parish Clerk
8	Contractor data	Emails	Electronic	Indefinite	Delete/shred	Parish Clerk
		Invoices	Electronic/paper	6 years		
		Contract	Electronic/paper	Indefinite		
9	CCTV	CCTV footage	Electronic	Up to 4 weeks unless required as evidence – in which case it will be kept indefinitely.	Record over	Parish Clerk