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| Personal Data Retention and Disposal Policy | Rev: 2.0 |
| **Prepared and Issued by: Clerk** | **Issued:**20th June 2023 |
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**Document Change History**

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**1 Introduction**

1.1. This document supports the Parish Council’s Data Protection Policy under the General Data Protection Regulation 2018 (GDPR) and other associated legislation.

1.2. The Parish Council will, as far as reasonably practicable, ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

**2. Aims and Objectives**

2.1. It is recognised that up to date, reliable and accurate information is a vital to support the work that the Parish Council does and the services that we provide to our residents.

**3. Scope**

3.1. For the purpose of this policy, ‘documents’ includes electronic, microfilm, microfiche and paper records.

**4. Standards of good practice**

4.1. The Parish Council will make every effort to ensure that it meets the following standards of good practice:

* Adhere to legal requirements for the retention of information. Personal information will be retained in locked filing cabinets. Access to these documents will only be by authorised personnel.
* Disclosure information will be retained in a locked cabinet.
* Appropriately dispose of information that is no longer required.
* Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.

**5. Disposal**

5.1. Documents/data no longer required by Parish Council for administrative purposes must be finely shredded and deleted entirely and securely from the Parish Council computer system(s).