

GREYSOUTHEN PARISH COUNCIL
DATA RETENTION AND DISPOSAL POLICY

The Data Retention Policy and the Disposal Policy are in relation to the 2018 General Data Protection Regulations.

RETENTION POLICY

1. Paper copies of documents and papers will be kept for a period of six years by the Clerk to the Parish Council.
2. Any documents will be stored at the home of the Clerk to the Parish Council in an appropriate storage facility.

DISPOSAL POLICY

1. All papers and documents , within the six year period, will be disposed of by the Clerk to the Parish Council
2. All papers will be cross shredded.

The above policies do not apply to the following:

- Minutes of the Parish Council
- Information regarding current contracts with the Parish Council
- Financial information relating to end of year accounts
- Information relating to completed Audit Forms.

This policy will be reviewed in May 2023

Signed

Parish Council Chairman

Signed

Clerk to the Parish Council

Date