



## Buckhorn Weston and Kington Magna Parish Council

Durfold Cottage, Church Hill, Buckhorn Weston, Dorset, SP8 5HS, Tel: 07787 784009

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### Records Management Policy and Retention Schedule

Name and contact details		Data Officer	
Name:	Buckhorn Weston & Kington Magna Parish Council	Name:	Clerk
Address:	Durfold Cottage, Church Hill, Buckhorn Weston, SP8 5HS	Address:	As per
Email:	<a href="mailto:clerk@buckhornwestonkingtonmagna-pc.gov.uk">clerk@buckhornwestonkingtonmagna-pc.gov.uk</a>	Email:	As per
Telephone:	07787784009	Telephone:	As per

Purpose of processing	Categories of personal details	Categories of recipients (sharing)	Categories of processors (data process is on behalf of data controller)	Names of third countries or International organisations that personal data are transferred to (if applicable)	Retention schedule	Article 6 - Lawful basis for processing personal data	Article 9 - Condition for processing special category data
<b>Council</b>							
Register of members addresses	Identity contact information	N/A	Website, cloud, email provider	Europe	Date of next election + 2 years	Public task	N/A

Record of meeting attendants	Identity information	N/A	Cloud	Europe	Date of next election + 2 years	Local Government Act 1972, sch.12(40)	N/A
Register of interest	Identity, interests, third-party transactions, SCD	Local authority	Website, cloud	Europe	Date of next election + 6 years	Localism Act 2011 s.29	Substantial public interest conditions
Records relating to investigation of complaints regarding breaches of Member's Code of Conduct	Identity information, SCD	N/A	Cloud / confidential	Europe	Date of investigation + 1 year	Localism Act 2011 s.28	Substantial public interest conditions
Photographs of members	Identity information, SCD	N/A	Cloud	Europe	Date of next election	Public task	Social protection
<b>Employee(s)</b>							
Employment contract & history records	Identity information, bank details, SCD	HMRC	Cloud / confidential	Europe	6 years after cessation of employment	Contract	Employment, social security and social protection
Appraisal documentation	Identity information, SCD	N/A	Cloud / confidential	Europe	6 years after cessation of employment	Contract	As above
Timesheets	Identity information, SCD	N/A	Cloud / confidential	Europe	3 years after creation date	Contract	As above
Salary Information	Identity information, SCD	HMRC, bank	Cloud / confidential	Europe	6 years after the end of each tax year	Contract	As above
Payroll records	Identity information	HMRC	Cloud / confidential	Europe	Financial year + 6 years	Legal obligation	N/A

<b>Meetings</b>							
Agendas	Identity information	N/A	Website, cloud	Europe	Indefinitely	Legal obligation	N/A
Minutes	Identity information	N/A	Website, cloud	Europe	Indefinitely	Legal obligation	N/A
Reports from meetings	Identity information	N/A	Cloud	Europe	Indefinitely	Public task	N/A
Minute taker notes	Identity information	N/A	Cloud	Europe	Until minutes are signed as approved	Public task	N/A
<b>Accounting</b>							
Expenditure & Income	Identity information, bank details	Bank	Bank, Cloud	Europe	Indefinitely	Legal obligation	N/A
Bank statements	Identity information	Bank	Bank, Cloud	Europe	Financial year + 6 years	Public task	N/A
Annual Accounts / Audit	Identity information	N/A	Website, cloud	Europe	Indefinitely	Legal obligation	N/A
VAT Records	Identity information	HMRC	Cloud	Europe	Indefinitely	Public task	N/A
Grants	Identity information	N/A	Cloud	Europe	Financial year + 6 years	Public task	N/A
<b>Communication</b>							
Emails & Enquiries	Identity information, SCD	Email provider	Cloud	Europe	Indefinitely / Archived	Public task	Substantial public interest conditions
Post	Identity information, SCD	N/A			Current council term + 4 years	Public task	Substantial public interest conditions
Consultation Surveys	Identity information	N/A	Cloud	Europe	Current council term + 4 years	Public task/ consent	N/A
General complaints & responses	Identity information, SCD	N/A	Cloud	Europe	Current council term + 4 years	Public task	Substantial public interest conditions
<b>Burial Ground</b>							

Exclusive Rights pre-purchased	Identity information	N/A	Cloud, hard copy	Europe	Indefinitely	Public task	N/A
<b>Freedom of Information</b>							
FOI requests & reponses	Identity information, SCD	N/A	Cloud	Europe	Date of requests + 3 years	Freedom of Information Act 2000	Substantial public interest conditions
FOI logs	Identity information, SCD	N/A	Cloud	Europe	Current council term + 4 years	Public task	Substantial public interest conditions