

RAUNDS TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes: 7th June 2018: Start Time 7.30pm

PRESENT

Cllr R Levell (Chairman), Cllr L Wilkes, Cllr J Duff, Cllr H Howell, Cllr R Tyman, Cllr R Beattie.

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)
Miss J Coduri, Assistant to the Clerk

- 73.18 To elect a Chairman of the Finance and Policy Committee**
- RESOLVED that Cllr Levell be elected as Chairman of the Finance and Policy Committee.**
- 74.18 To elect a Vice-Chairman of the Finance and Policy Committee**
- RESOLVED that Cllr Howell be elected as Vice-Chairman of the Finance and Policy Committee.**
- 75.18 To Receive Apologies for Absence.**
Apologies were received from Cllr D Hughes
RESOLVED to note the apology
- 76.18 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
NONE RECEIVED
- 77.18 Notification of members questions in compliance with the council's standing orders.**
NONE RECEIVED
- 78.18 Declarations of Interest.**
COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM
NONE RECEIVED
- 79.18 Minutes:** to confirm the minutes of the Policy and Resources Committee meeting held 7 February 2018.
- RESOLVED that the minutes of the Policy and Resources Committee meeting held on 7 February 2018 be confirmed as a true record.**
- 80.18 Minutes:** confirm the minutes of the Finance Committee meeting held 12 April 2018
- RESOLVED that the minutes of the Finance Committee meeting held on 12 April 2018 be confirmed as a true record.**

- 81.18 Standing Orders:** to consider the revised model standing orders from the National Association of Local Councils.

Following brief discussion, it was agreed that a working party would be formed to review the standing orders.

RESOLVED that the Chairman and Vice-Chairman of the committee along with the Clerk will review standing orders and make a recommendation to the next meeting of the Finance and Policy Committee. Cllr Beattie will also assist if required.

- 82.18 Terms of Reference for Committees:** to review the terms of reference for committees and to consider any amendments required.

Members considered the Terms of Reference and it was agreed that each committee should review their own and pass any amendments to the Finance and Policy Committee to make a final recommendation to the Full Council.

The committee then reviewed the terms of reference for the Finance and Policy Committee and it was...

RESOLVED to recommend to the Full Council that the terms of reference for the Finance and Policy Committee should be as shown in Appendix 1.

- 83.18 Public access to meeting reports:** to consider a policy on what reports are made available to the public ahead of council meetings

Members considered the report and the draft policy as presented by the Clerk. Following discussion, it was....

RESOLVED to recommend to the Full Council that a policy on Public Access to meeting reports be approved as shown in Appendix 2.

- 84.18 Bank reconciliations:** To approve the bank reconciliations from January-March 2018

Members reviewed the bank reconciliations and it was...

RESOLVED that the bank reconciliations be approved.

- 85.18 Payments for approval:** To approve payments since the last finance committee meeting.

Members reviewed the payment lists as shown in appendix 3 and it was...

RESOLVED that the payments lists be approved and that appropriate credit notes had been received from Southern Electric.

- 86.18 Year End Accounts and Annual Return:** To receive the draft annual return and draft accounts

Members reviewed the year end accounts, and the annual return and the Clerk and Chairman of the Finance Committee answered members questions thereon. Following discussion, it was...

RESOLVED that the annual accounts and the annual return be presented to the Full Council for approval.

- 87.18 Annual report:** To review the draft annual report.

Members reviewed the draft Annual Report and following detailed discussion it was...

RESOLVED that the timeline for approval of the annual report be as follows:

- a) any amended reports should be circulated to the Clerk no later than 9am on Friday 15th June 2018.
- b) a revised copy of the annual report will be circulated to all members of the council no later than Monday 25th June 2018.
- c) An extraordinary meeting of the Town Council will be held at 7pm on Wednesday 27th June 2018.

- 88.18 GDPR Compliance:**

- a) To adopt the Data Map.
Members reviewed the data map as tabled and it was...

RESOLVED to note the data map.

- b) To review the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy

RESOLVED to recommend to the Full Council that the policies be adopted as shown in appendix 4.

- c) To review the Council's Privacy Notice

RESOLVED to recommend to the Full Council that the Privacy Notice be adopted as shown in appendix 5.

- d) To consider circulating the Security Compliance Checklist to all Councillors for completion.

RESOLVED that all councillors be asked to complete the Security Compliance Checklist.

- e) To note that the council is already registered as a Data Controller with the ICO

NOTED

Approved: (Town Mayor)

Meeting Date.....12 June 2018..... (Council)

Confirmed: (Chairman)

Meeting date:4th September 2018..... (Committee)

Appendix 1:

Finance and Policy Committee: Terms of Reference

The purpose of the Finance and Policy Committee is to maintain financial oversight over the Council's finances and debate issues of Strategy and Policy in detail and to formulate recommendations to the Council.

It has **delegated authority** to spend within its allocated budget. This will include making decisions on budgeted finance and recommend to Council any proposals which are outside the approved budget and require either grant aiding or the use of financial reserves.

The Committees strategic role will be to formulate strategies for the Council to consider adopting. Maintain oversight of Council approved long term plans. Draft for Council approval policies and procedures for the good governance of the Council and its town.

The Committees **Terms of Reference** are:

- consider draft strategic documents for Council approval;
- consider policies and procedures for Council approval;
- consider projects, their associated costs and funding sources;
- use its delegated authority to spend within the budget allocated to the committee subject to the overall budget adopted by the Council;
- oversee the preparation of a medium term financial plan;
- to recommend to Members appropriate Councillor training;
- ensure appropriate health and safety policies are in place to mitigate risk;
- annually review financial regulations and recommend to Council any changes;
- oversee internal audit, consider any weaknesses identified and recommend appropriate actions;
- use its delegated authority to spend within the budget allocated to the committee subject to the overall budget adopted by the Council;
- oversee the preparation of a medium term financial plan;
- prepare draft budgets for the following financial year and recommend to Council accordingly;
- maintain oversight of the income and expenditure against the current financial year's budget.
- approve applications for virement either from other committees or the Council's Responsible Financial Officer.
- consider and recommend to Council applications for expenditure from other committees which are outside their current budgets.

Appendix 2

Public Access to meeting Reports

Whilst the Town Council has no legal obligation to publish meeting reports ahead of council meetings it continues to be committed to ensuring that it adheres to the highest possible standards of governance and transparency. The Council hopes that local residents are able to engage with the council. To support this the Town Council will make the following information available to the public ahead of council and committee meetings.

- 1) Reports that have been circulated to members of the council will be made available on the Town Council website.
- 2) Reports from external bodies or links to public consultations will be made available on the Town Council website.
- 3) No information that contains sensitive personal information or properly considered to be confidential will be published.
- 4) Reports will only be published where they have been circulated to members of the council.
- 5) The Council will make its best endeavours to ensure that where possible reports are published ahead of meetings.

Appendix 3:

Printed on : 12/06/2018		Raunds Town Council YE 2018		Page No 1	
At : 09:55		NatWest			
List of Payments made between 01/03/2018 and 31/03/2018					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/03/2018	BT Payment Services	DD	575.76		Telephone Charges The Hall
15/03/2018	BT Payment Services	DD	196.52		Internet Town Hall
29/03/2018	Natwest Bank	BANK TRANS	5.00		Bank Charges
Total Payments			777.28		

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At : 09:55		Petty Cash			
List of Payments made between 01/03/2018 and 31/03/2018					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/03/2018	Staff Expenses	PC52	16.11		Litter Pick Equipment
Total Payments			16.11		

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At : 09:55

Lloyds Card

List of Payments made between 01/03/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/03/2018	Film Bank Media	LL0301	150.00		Film Afternoon
16/03/2018	Amazon	LL0302	29.50		Certificate Frames
16/03/2018	SecureFix	LL0303	1.55		SecureFix
16/03/2018	Sign Trade Supplies	LL0304	74.16		Signage Play Areas
16/03/2018	Land Registry	LL0305	6.00		Title Deeds
16/03/2018	Land Registry	LL0306	6.00		Title Deeds
16/03/2018	Survey Monkey	LL0307	35.00		Subscription
16/03/2018	Lloyds	LL0308	3.00		Card Fee
31/03/2018	Sign Trade Supplies	LL0309	17.35		Play equipment signage
Total Payments			322.56		

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At : 09:54

Unity Trust A/C

List of Payments made between 01/03/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2018	1st Reaction Security	BANK TRANS	950.40		Barrier Lock/Unlock
01/03/2018	5 Star Loos	BANK TRANS	360.00		Portable toilets Picnic 2017
01/03/2018	A J Pearson	BANK TRANS	710.00		Grounds Maintenance
01/03/2018	Alpine Cleaning	BANK TRANS	40.80		External Window Cleaning
01/03/2018	County Life	BANK TRANS	132.67		Situations Vacant 24/2/18
01/03/2018	ENC	BANK TRANS	33.14		Associated Services Jan 2018
01/03/2018	ESPO	BANK TRANS	232.36		Janitorial Supplies
01/03/2018	J H May Electrical	BANK TRANS	535.70		Electronic Sign
01/03/2018	Kened Ltd	BANK TRANS	168.00		E Set Security Renewal
01/03/2018	Oundle Music Trust	BANK TRANS	115.00		Film Afternoon Feb 2018
01/03/2018	Proludic	BANK TRANS	1,083.79		Replacement Parts Play Equip
01/03/2018	Rialtas Business Solutions	BANK TRANS	216.00		Training 14/2/18
01/03/2018	Mr James Guest	301048	20.00		Ticket to Civic Event 24/3/18
01/03/2018	ENC	BANK TRANS	-1,532.23		Grounds Maintenance Jan 2018
01/03/2018	Mr James Guest	301047	35.00		Tickets for Civic Event 10/3
02/03/2018	Staff Expenses	BANK TRANS	98.55		Mileage Dec 2017 - Jan 2018
14/03/2018	World Pay	DD	11.94		Subscription Fees Mar 2018
14/03/2018	1st Reaction Security	BANKPAY	-14.40		Credit Note
15/03/2018	Mick George	DD	110.40		Refuse Collection Feb 2018
16/03/2018	A & R Print	BANK TRANS	210.50		Film/Coffee Flyers
16/03/2018	ENC	BANK TRANS	70.00		Bassfords Rec Licence
16/03/2018	Scrim Sign	BANK TRANS	516.00		Items for Sign
16/03/2018	Smiths Fire LLP	BANK TRANS	374.40		Emergency Lighting Repairs
16/03/2018	World Pay	DD	10.57		Transaction Charges Feb 2018
18/03/2018	NCC Pensions	BANKPAY	1,906.29		NCC Pensions
19/03/2018	Southern Electric	DD	53.91		Unmetered Electricity Supply
20/03/2018	CVS	BANK TRANS	8,036.38		Wages March 2018
21/03/2018	Wireless Logic	DD	23.47		Electronic Sign
31/03/2018	Unity Trust Bank	BANK TRANS	47.40		Bank Charges
31/03/2018	Unity Trust	BANKPAY	6.00		Bank Charge
31/03/2018	Lloyds Card	Payment	322.56		March Payment
31/03/2018	Mick George	CORRECTION	-110.40		Correction duplicate
31/03/2018	Staff Expenses	CORRECTION	-63.59		Duplicate correction
31/03/2018	Argos	BANKPAY	0.01		Correction
Total Payments			14,710.62		

Appendix 4:

The Data Protection Policy

Raunds Town Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

General Data Protection Regulations (GDPR)

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. Raunds Town Council has also notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, Raunds Town Council staff and members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**
This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**
This means that data is collected for specific, explicit and legitimate purposes only.
- **Data is relevant to what it is needed for**
Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date and is not kept longer than it is needed**
Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals**
Individuals must be informed, upon request, of all the personal information held about them.
- **Data is kept securely**
There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Storing and accessing data

Raunds Town Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

Raunds Town Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Raunds Town Council Office and are not available for public access. All data stored on the Raunds Town Council Office computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Councils document retention policy, it will be shredded or securely deleted from the computer.

Raunds Town Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy, email or social media). If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period Raunds Town Council tend to process it for
- Anyone who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, Raunds Town Council must not disclose the personal information of the other individual. That individual's personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

Please see "Subject Access Request Procedure" for more details.

Confidentiality

Raunds Town Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Subject Access Request Procedure

This procedure is to be followed when an individual contacts Raunds Town Council to request access to their personal information held by the Council. Requests must be completed within 1 month, so it should be actioned as soon as it is received. SAR's should be provided free of charge, however, you can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive.

The steps below should be followed to action the request:

1. Is it a valid subject access request?
 - a) The request must be in writing (letter, email, social media or fax).
 - b) Has the person requesting the information provided you with sufficient information to allow you to search for the information? (You are allowed to request for more information from the person if the request is too broad.)
2. Verify the identity of the requestor.
 - a) You must be confident that the person requesting the information is indeed the person the information relates to. You should ask for the person to attend the office with their passport/photo driving licence and confirmation of their address (utility bill/bank statement).
3. Determine where the personal information will be found
 - a) Consider the type of information requested and use the data processing map to determine where the records are stored. (Personal data is data which relates to a living individual who can be identified from the data (name, address, email address, database information) and can include expressions of opinion about the individual.)
 - b) If you do not hold any personal data, inform the requestor. If you do hold personal data, continue to the next step.
4. Screen the information
 - a) Some of the information you have retrieved may not be disclosable due to exemptions, however legal advice should be sought before applying exemptions.
Examples of exemptions are:
 - References you have given
 - Publicly available information
 - Crime and taxation
 - Management information (restructuring/redundancies)

- Negotiations with the requestor
 - Regulatory activities (planning enforcement, noise nuisance)
 - Legal advice and proceedings
 - Personal data of third parties
5. Are you able to disclose all the information?
- a) In some cases, emails and documents may contain the personal information of other individuals who have not given their consent to share their personal information with others. If this is the case, the other individual's personal data must be redacted before the SAR is sent out.
6. Prepare the SAR response (using the sample letters at the end of this document) and make sure to include as a minimum the following information:
- a) the purposes of the processing;
 - b) the categories of personal data concerned;
 - c) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data;
 - d) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - e) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - f) the right to lodge a complaint with the Information Commissioners Office ("ICO");
 - g) if the data has not been collected from the data subject: the source of such data;
 - h) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

Be sure to also provide a copy of the personal data undergoing processing.

All SAR's should be logged to include the date of receipt, identity of the data subject, summary of the request, indication of if the Council can comply, date information is sent to the data subject.

Sample letters:

Replying to a subject access request providing the requested personal data

"[Name] [Address][Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. We are pleased to enclose the personal data you requested.

Include 6(a) to (h) above.

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely"

Release of part of the personal data, when the remainder is covered by an exemption

“[Name] [Address][Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. To answer your request we asked the following areas to search their records for personal data relating to you:

- [List the areas]

I am pleased to enclose *[some/most]* of the personal data you requested. *[If any personal data has been removed]* We have removed any obvious duplicate personal data that we noticed as we processed your request, as well as any personal data that is not about you. You will notice that *[if there are gaps in the document]* parts of the document(s) have been blacked out. *[OR if there are fewer documents enclose]* I have not enclosed all of the personal data you requested. This is because *[explain why it is exempt]*.

Include 6(a) to (h) above.

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published, or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely”

Replying to a subject access request explaining why you cannot provide any of the requested personal data

“[Name] [Address][Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*.

I regret that we cannot provide the personal data you requested. This is because *[explanation where appropriate]*.

[Examples include where one of the exemptions under the data protection legislation applies. For example the personal data might include personal data is ‘legally privileged’ because it is contained within legal advice provided to the council or relevant to on-going or preparation for litigation. Other exemptions include where the personal data identifies another living individual or relates to negotiations with the data subject. Your data protection officer will be able to advise if a relevant exemption applies and if the council is going to rely on the exemption to withhold or redact the data disclosed to the individual, then in this section of the letter the council should set out the reason why some of the data has been excluded.]

Yours sincerely”

Data Breach Policy

GDPR defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

Raunds Town Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets.

Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

Raunds Town Council's duty to report a breach

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The Data Protection Officer must be informed immediately so they are able to report the breach to the ICO in the 72 hour timeframe.

If the ICO is not informed within 72 hours, Raunds Town Council via the DPO must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Raunds Town Council must:

- i. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned
- ii. Communicate the name and contact details of the DPO
- iii. Describe the likely consequences of the breach
- iv. Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse affects.

When notifying the individual affected by the breach, Raunds Town Council must provide the individual with (ii)-(iv) above.

Raunds Town Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort

However, the ICO must still be informed even if the above measures are in place.

Data processors duty to inform Raunds Town Council

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Raunds Town Council without undue delay. It is then Raunds Town Council's responsibility to inform the ICO, it is not the data processors responsibility to notify the ICO.

Records of data breaches

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

Record of Data Breaches

Date of breach	Type of breach	Number of individuals affected	Date reported to ICO/individual	Actions to prevent breach recurring

RECORDS MANAGEMENT POLICY**Document retention**

Raunds Town Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Council. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Raunds Town Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Raunds Town Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Raunds Town Council records may be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

Raunds Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Raunds Town Council's records management guidelines.

The Council will manage the retention and (where applicable) disposal of its documentation within the requirements outlined within this document.

Document (includes electronic copy)	Retention Period	Reason
Legal:		
Council Minutes (incl committees)	Indefinitely	Permanent record
Meeting notes & recordings (incl electronic)	Until minutes confirmed	Validation of record
Agendas	Indefinitely	Permanent record
Councillors' Declaration of Office	Duration of membership	ENC record
Document (includes electronic copy)	Retention Period	Reason
Title Deeds / Leases	Indefinitely	Audit, Management
Maps, plans & surveys of property owned by Council	Indefinitely	Audit, Management
Financial:		
Annual Return	Indefinitely	Permanent record
Annual Budget	6 years	Audit
Annual Accounts	Indefinitely	Permanent record
Annual Precept	6 years	Audit
Bank Statements	Last completed audit year	Audit
Bank Paying-in Books	Last completed audit year	Audit
Cheque Stubs Paid	Last completed audit year	Audit
Petty cash vouchers	Last completed audit year	Audit
Paid Invoices	6 years Last completed audit year	Audit
Receipt books	6 years	Audit/VAT
Quotations & Tenders	12 years	Statute of limitations
Unsuccessful tenders	12 months	Legal challenge
VAT records	6 Years	Audit
Tax records	6 years	Audit
Timesheets	3 years	Audit
Expenses Book	6 years	Tax / VAT
Insurance Policies	6 years	Audit
Certificate of Employer's Liability	6years	Legislative requirement
Payroll Records	3 Years	Limitation period
Investments	Indefinite	Audit, Management
Financial:		
Application to hire forms	6 years	VAT
Hirers Invoices	6 years	VAT
Administration:		
Documents of historic importance	Indefinitely	Public interest
Policies & procedures (incl. superseded)	Indefinitely	Permanent record
Letting Dairies	6 years	VAT
Scale of charges	6 years	VAT
Allotment Awaiting Register	Indefinite	Permanent record
Risk Assessments	6 years	Audit
General correspondence	6 years after closure of file	Audit, FOI
Emails – as electronic data	At end of useful life	Data protection
Emails – as part of a file	6 years	Audit
Cemetery records:		
Registers and Burial records	Indefinitely	Cemetery Orders & Regs.
Memorial applications	Indefinitely	Cemetery Orders & Regs.

Document (includes electronic copy)	Retention Period	Reason
Disposal certificates	Indefinitely	Cemetery Orders & Regs.
Grants of exclusive right of burial	Indefinitely	Cemetery Orders & Regs.
Health & Safety:		
Policy documents	Indefinitely	Management of future claims
Risk Assessments	6 years	Management of future claims
Personnel:		
Personnel files	6 year after leaving	Data protection
Job applications successful	Retain with personnel file	Data protection
Job applications - unsuccessful	6 months after interview procedures	Data protection
Planning:		
Local Plans	Indefinitely	
Plan apps – (paper) large developments		
Plan apps – (paper) other		Available on line ENC
Plan apps – electronic copy		Available on line ENC
Associated documents		Available on line ENC
Trees:		
Tree surveys	Indefinitely	
Associated documents	6 years	
Health and Safety		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
General Management		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management

Appendix 5

Privacy Notice

This local council respects your privacy. The information that you provide us with, or that is gathered automatically, helps us to monitor our services and provide to you the services that you are entitled to as a local resident or visitor to our website.

Is my visit to this web site anonymous?

Yes! Your visit to our site is anonymous (no personal information about you is recorded or gathered) unless you contribute it or fill in a form requesting information.

Cookies and Traffic Logs

Our website uses 'cookies' which we do not use to identify an individual. We use cookies to assist in the delivery of services to you and for some technical reasons. If you are registered to the site you can use cookies to stay logged in when returning. You can use your browser software to restrict or to refuse to accept these, or at a later point in time, to remove them. We do not pass on information gathered from these cookies to any third party.

What's a Cookie?

A cookie is small file placed on a user's computer by a Website, which logs information about the user and their previous/current visits for the use of the site next time the user visits the site. More information about cookies can be found in Guidance to the Privacy and Electronic Communications (EC Directive) Regulations 2003 which can be accessed by going to the Information Commissioner's website and following the relevant link.

What are Traffic Logs?

We use traffic logs to identify which pages are being used. This helps us analyse data about web page traffic and improve our Website in order to tailor it to customer needs. We only use this information anonymously for statistical analysis purposes.

Links

Our website contains links to other sites. We are not responsible for the privacy practices within any of these other sites. We encourage you to be aware of this when you leave our site and to read the privacy statements on other websites you visit.

General Data Protection Regulation (GDPR)

This Privacy Notice is provided to you by this local council which is the data controller for your data.

Your personal data – what is it?

Personal data is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other legislation relating to personal data and rights such as the Human Rights Act.

Making sure your data is safe.

GDPR is designed to create common privacy requirements across the EU. It is a development of existing data protection legislation and is based on seven key principles that can be summarised as:

- Personal information that we hold will be processed lawfully, fairly and in a transparent manner.
- Personal data will only be used for specific and legitimate purposes.
- The information that we hold shall be limited to what is necessary.
- Information shall be accurate.
- Information shall be held no longer than is necessary.
- Information shall be kept safe and secure.
- We are accountable and can demonstrate compliance with GDPR.

Other data controllers the council works with:

We may need to share your personal data with others tiers of local government and partners so that they can carry out their responsibilities to the council.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers.

How we use sensitive personal data:

We may process personal data including, as appropriate:

- Your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.

These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;

- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data.

You have the following rights with respect to your personal data. When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you.

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you.

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased.

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold. When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to data portability.

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

5) The right to object to processing of your personal data or to restrict it to certain purposes only.

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.

You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Changes to this notice.

We keep this Privacy Notice under regular review and we will place any updates on this web page This Notice was last updated in May 2018.

Contact Details.

Please contact us (The Data Controller) if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints. Our contact details can be found at the bottom of this page.