



## **Farnsfield Parish Council Records Management and Security Policy**

This policy supports the controlled storage and transfer of information by Councillors and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council) this is both hard copy and digital data.

Staff and councillors should not remove any records from the office without the permission of the Clerk who will keep a log. Records should not be removed unless necessary. Copies of records can be taken but any confidentiality should be respected, and staff and councillors should refer to the Farnsfield Parish Council Personal Data Protection Policy and make sure they understand their responsibilities, in particular not to share personal data and only to use it for the purpose it was collected.

The Records Retention Schedule which outlines how long Farnsfield Parish Council will keep classes of records can be found in Appendix A

### **Soft copy data storage and protection**

Farnsfield Parish Council data should not be held in only one place due to the higher risk of being unavailable through loss, destruction or malfunction of equipment. In general, data should be routinely backed up.

Farnsfield Parish Council stores data on laptops used by the Clerk and by the Booking Clerk and in online applications including:

SharePoint/Teams- backed up daily by Zest on behalf of Farnsfield Parish Council with a retention of 12 months. This includes deleted files that can be recovered up to 12 months.

One Drive - backed up daily by Zest on behalf of Farnsfield Parish Council with a retention of 12 months. This includes deleted files that can be recovered up to 12 months.

Outlook Email – the Clerks email is also backed up daily

Parish Online – backed up by parish online

HugoFox web hosting - backed up by HugoFox

Hallmaster booking software - backed up by Hallmaster

Rialtas accounts software – backed up manually by the Clerk, to the Clerks Laptop, at least monthly (prompted by Rialtas) and then stored on OneDrive

All data backed up by Zest can be recovered by emailing [support@zestgroup.co.uk](mailto:support@zestgroup.co.uk) with as much information as possible including the file name and location and they will search and restore the data

Information is held on Microsoft OneDrive synced to the Clerk laptop. Information on the Booking Clerk laptop is held on the c: drive and is not backed up.

### **Storage and transport of data away from the office**

Home workers and Councillors must ensure that appropriate security measures are put in place to satisfy the requirements of the Data Protection Act 2018 and the Farnsfield Parish Council data protection policies.

All data, including storage media must be kept in an appropriately secure and safe environment that avoids physical risk. There must be suitable protection against unauthorised or unlawful processing and against accidental loss, destruction/damage, this extends to security of electronic files, paper documents, disposal of confidential waste and the locking of the home/office computer.



## **Incident Management**

It is the duty of all employees and agents of the Council to not allow data to be compromised in any way whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the clerk. If this is discovered or occurs out of hours, then this should be reported as soon as practically possible.



## Appendix A

### Records Retention Schedule

Farnsfield Parish Council is required to delete or shred any personal data when we no longer need it. This schedule defines how long we will keep personal data and other data and records.

The Clerk has responsibility for making sure that records are not kept for longer than they are needed and for making sure this schedule is adhered to.

The retention schedule refers to record series regardless of the media in which they are stored

| Document                                       | Minimum Retention Period          | Reason                         |
|--|-----------------------------------|--------------------------------|
| Minutes of Council meetings                    | Indefinite                        | Archive                        |
| Minutes of committee meetings                  | Indefinite                        | Archive                        |
| Staff employment contracts                     | 6 years after employment ends     | Management                     |
| Staff payroll information                      | 3 years                           | Management                     |
| Staff references                               | 6 years after ceasing employment  | Management                     |
| Application forms unsuccessful                 | 6 months                          | Management                     |
| Application forms successful                   | 6 years after ceasing employment  | Management                     |
| Disciplinary files                             | 6 years after ceasing employment  | Management                     |
| Staff appraisals                               | 6 years after ceasing employment  | Management                     |
| Scales of fees and charges                     | 6 years                           | Management                     |
| Receipt and payment accounts                   | 6 years                           | VAT                            |
| Bank statements                                | Last completed audit year         | Audit                          |
| Cheque book stubs                              | Last completed audit year         | Audit                          |
| Paid invoices                                  | 6 years                           | VAT                            |
| Paid cheques                                   | 6 years                           | Limitation Act 1980            |
| Payroll records                                | 12 years                          | HMRC                           |
| Petty cash accounts                            | 6 years                           | HMRC                           |
| Insurance policies                             | 6 years after policy end          | Management                     |
| Employer's liability certificates of insurance | 40 years after policy end         | Employer's Liability Regs 1998 |
| Certificates for Public Liability              | 6 years after policy end          | Management                     |
| Insurance claim records                        | 6 years after policy end          | Management                     |
| Accident books                                 | 3 years from date of last entry   | Statutory                      |
| Risk assessment                                | 3 years                           | Management                     |
| Councillors contact details                    | Duration of membership            | Management                     |
| Lease agreements                               | Indefinite                        | Audit/Management               |
| Contracts                                      | Indefinite                        | Audit/Management               |
| Email messages                                 | At end of useful life             | Management                     |
| GDPR Security Compliance                       | Duration of membership/employment | Management                     |
| CCTV   | 31 days                           | Management                     |