LOGGERHEADS PARISH COUNCIL
DATA RETENTION POLICY

Approved by Council: October 2022
Date of Review: May 2026

Data that Loggerheads Parish Council might hold & retention policies:

- Minutes of meetings: are published on the website and are usually available for a year or alternatively are available from the Clerk for up to 7 years
- Financial information: is published on the website and is usually available for a year or alternatively is available from the Clerk for up to 7 years. Records are deleted after 7 years.
- Staff information: is only available to the individuals concerned and the current Chair and Vice Chair of the Parish Council. Records are deleted after 7 years. Pension information is held by the pension provider.
- Publicly Available Information: may be re-published on the Parish website but such information as government instructions; precepts; etc are not the responsibility of LPC.
- Publicly Available Information: published by LPC; e.g. standing orders; will be available on the LPC Website or in writing from the Clerk for the relevant period such documents cover.
- Neighbourhood Plan: LPC website provides information on the Neighbourhood Development Plan. The NDP does not hold personal data.
- Correspondence (electronic, voice and paper): Anonymous correspondence is destroyed immediately without any action or record being kept. All letters, calls and emails from residents or external bodies are logged, responded to (within 10 working days) and deleted between 2 and 3 years. Any action taken will be informed to the enquirer by the relevant Councillor or Parish Clerk. Correspondence of that is topic-specific; e.g. planning; roads; sewerage; traffic calming; HS2; etc is not considered personal data and will be kept for the duration of the topic, which might be many years.
- Correspondence that is forwarded to another body will be forwarded in its entirety and those requesting action where LPC must involve or inform a third party will be informed that their request has been forwarded.
- Correspondence that is an enquiry from a Resident but marked Confidential or some other soubriquet will not be forwarded to external bodies without the permission of the sender.