

## GREAT ASHFIELD PARISH COUNCIL

### DOCUMENT AND ELECTRONIC DATA RETENTION POLICY

#### 1. Introduction

This retention policy applies to Great Ashfield Parish Council (GA) and covers all records and documentation, whether analogue or digital and are subject to the retention requirements of this Policy.

For the purpose of this Policy, the terms 'document' and 'records' include information in hard copy and electronic form and have the same meaning whether referred to as Documents or Documentation.

This Policy will also aid paper records and electronic data storage issues identified and will eliminate the need to retain paper and electronic records unnecessarily.

GA will ensure that information is not kept longer than is necessary and will retain the minimum amount of information that it is required to hold to meet its statutory functions and the provision of its services.

Any such system or policies relating to record management will include a review of council documentation on an annual basis.

Anything that is no longer of use or value can be destroyed but if the Council is in any doubt it will seek advice from Suffolk Association of Local Councils (SALC) and retain that document until advice has been received.

Documents of historical importance, if not retained by the Council, will be offered first to the county record office.

#### 2. Retention of Documents (including for Legal Purposes) & Disposal

See Appendix A attached.

#### 3. Retention of Encrypted Data

For any information retained under this Policy that is in an encrypted format, consideration must be taken for the secure storage of any encryption keys. Encryption keys must be retained for as long as the data that the keys decrypt is retained.

#### 4. Disposal of Electrical Hardware

4.1 IT equipment and devices that have the ability and capability to store personal data include:

- PC's
- Laptops
- Mobile Phones
- Multi-Functional devices – printers/scanners
- Servers
- USB memory sticks and external hard drives

4.2 IT equipment disposal must be managed by the Proper Officer of the Council.

4.3 All computer equipment, recycling or refurbishing must be disposed of in accordance with the Waste Electric and Electronic Equipment Regulations 2013.