



# MARLBOROUGH TOWN COUNCIL

## DATA RETENTION POLICY

### 1. Introduction

Marlborough Town Council issues this policy to meet the requirements incumbent upon them under The GDPR and the Data Protection Act 2018 for the handling of personal data in its role as a data controller.

### 2. Scope

This policy applies to all employees of Marlborough Town Council including contract, agency and temporary staff, volunteers, councillors and employees of partner organisations working for the Town Council.

### 3. Retention

In line with the GDPR and the Data Protection Act 2018, the organisation will keep some forms of information for longer than others. Information will not be kept indefinitely unless there are specific requirements.

**Appendix A** gives a detailed breakdown of timescales for the retention of various types of information.

### 4. Disposal

When data is no longer required it should be appropriately destroyed. A log will be maintained summarising the information which has been disposed of.

The organisation will either use an accredited confidential waste disposal provider, or it will shred the information to using a cross-cut shredder. Information on what should be deemed as confidential waste is detailed in **Appendix 1**.

### 5. Monitoring and compliance

Compliance with this policy shall be monitored through a review process. This will be agreed with the Data Protection Officer, and compliance will be reported to the Town Clerk.

Should it be found that this policy has not been complied with, or if an intentional breach of the policy has taken place, the organisation, in consultation with the Town Clerk, shall have full authority to take the immediate steps considered necessary, including disciplinary action.

#### **Review this Policy upon;**

Change of Data Protection Officer

Change of Legislation

## **Appendix 1 - What is Confidential Waste?**

### **(1) Any record\* which details personal information**

*What is personal information?*

- Relates to and identifies a living person
- Could help someone identify a person when used with other information
- Is an expression of opinion about an individual
- Indicates our intentions towards an individual

*Such as: Name, Address, Date of Birth, Email, Phone numbers, Location data, IP addresses*

### **(2) Any record\* which details special categories of personal data**

*What is special categories of personal data?*

- Racial and/or Ethnic Origin
- Political Opinions
- Religious Beliefs (or other beliefs of a similar nature)
- Trade Union membership
- Biometric Information e.g. Photos
- Mental or Physical Health condition
- Sexual life and Orientation
- Criminal Records (actual or suspected)

*Such as: Safeguarding, Accident/First Aid, Equalities information, Legal records*

### **(3) Any record\* which details business/commercially sensitive information**

*What is business/commercially sensitive information?*

- Information which Marlborough Town Council would be affected by any loss of, or unauthorised access to.

*Such as: Contracts, opinions on service delivery, tender information.*

**If you have any doubt then please treat the information as Confidential**

*\* A Record can be in many formats – e.g. Paper, Post-it notes, Disks, CDs, Tapes, Posters etc.*