



Balderton Parish Council Personal Data Retention Schedule

Adopted on December 13th 2023

This document addresses Balderton Parish Council's approach to archiving, retention or deletion of personal data and details how long personal data is kept before being destroyed or archived. The Parish Clerk authorises destruction and archiving and the Parish Council approves this policy.

	Interaction Type	Document/data	Format	Retention time	Archive/deletions	Authorised by
1	Booking confirmed	Emails about booking and booking form (bookings file)	Electronic/paper	Last completed audit year	Shred/delete	Parish Clerk
		Invoice (in receipts file)	Paper	6 years	Shred	Parish Clerk
		Contact details google calendar	Electronic	Last completed audit year	Delete	Parish Clerk
2	Booking enquiry (not confirmed)	Email	Electronic	3 months after requested booking date	Delete	Parish Clerk
3	Allotment holder information	Emails/letters/ Contract	Electronic/paper	6 years after tenancy ends	Delete	Parish Clerk
		Register and plans	Electronic/paper	Indefinite		
4	Allotment waiting list	Emails/letters	Electronic/paper	Indefinite		Parish Clerk
5	Cemetery Records	Register of fees collected, register of burials, register of purchased graves, register/plan of grave spaces, register of memorials, applications for interment, applications for right to erect memorials, disposal certificates, and copy	Electronic/paper	Indefinite		Parish Clerk

	Interaction Type	Document/data	Format	Retention time	Archive/deletions	Authorised by
		certificates of grant of exclusive right of burial				
6	Sports Club/ Regular hirers/ Leaseholders	Emails regarding hire Hire agreements/leases	Electronic Electronic/paper	Indefinite Indefinite		Parish Clerk
7	Enquiry	Email/Letter	Electronic/Paper	At end of useful life	Delete/Shred	Parish Clerk
8	Complaint	Email/Letter	Electronic/Paper	Indefinite		Parish Clerk
9	Grant Application	Email/letter	Electronic/paper	Last completed audit year	Delete/Shred	Parish Clerk
10	Employee Data	Applications, Pensions, Payslips, contracts, appraisals Pay roll/timesheets	Electronic Electronic/paper	6 years after ceasing employment 3 years	Delete/Shred Delete	Parish Clerk Parish Clerk
11	Councillor Data	Declarations of Interests Chairman allowance	Electronic and Paper Electronic and Paper	Duration of membership 6 years	Delete/Shred Delete/Shred	Parish Clerk Parish Clerk
12	Contractor data	Emails Invoices Contract	Electronic Electronic/paper Electronic/paper	Indefinite 6 years Indefinite	Delete/shred	Parish Clerk
13	CCTV	CCTV footage	Electronic	Up to 4 weeks unless required as evidence – in which case it will be kept indefinitely.	Record over	Parish Clerk