

HOPTON CUM KNETTISHALL PARISH COUNCIL

DATA PROTECTION SUMMARY

Please see the Policies Document on the Parish Council's website for more detail

Hopton cum Knettishall Parish Council is registered as a data controller with the Information Commissioner's Office (ICO) under the Data Protection Act 2018 (DPA 2018) [Registered number ZA187274](#)

The Parish Council collects, holds and processes any personal data in compliance with the Data Protection Act 2018, and the General Data Protection Regulation ([GDPR](#)).

Data protection principles

Under the Data Protection Act 2018, any personal information held by the Parish Council must be:

1. used fairly, lawfully and transparently;
2. used for specified, explicit purposes;
3. used in a way that is adequate, relevant and limited to only what is necessary;
4. accurate and, where necessary, kept up to date;
5. kept for no longer than is necessary;
6. handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

Lawful basis for processing data

Hopton cum Knettishall Parish Council does not routinely collect any personal data. However, a Parish Council as a public body does have a lawful basis to collect information (data) about residents and the people it serves and deals with when it is needed to discharge its duties and functions, and to provide its services. This information (data) may include the name, address, email address, date of birth, private and confidential information, and in exceptional situations, sensitive information.

What is personal data?

The Parish Council will protect any personally identifiable data (PII) that a resident or other person (the 'data subject') provides. The Parish Council stores and processes this personal data in compliance with the Act, and the General Data Protection Regulation ([GDPR](#)). The Parish Council prioritises protecting a person's privacy against misuse, theft, or unlawful disclosure of personal data by collecting as little of it as possible.

The Parish Council WILL NOT share any personal data with any third party without that individual's prior consent, unless required to do so by law. Data is either stored locally, or on secure servers within the UK.

Communications within the Council

Councillors are provided with gov.uk email accounts and should use these rather than personal accounts for the conduct of council business to help ensure the protection of personal data. Any suspected data breach should be reported to the Clerk who will inform, and take advice from, the Information Commissioner's Office.

Retention of Documents and Records

The minimum retention time required for council documents before disposal are given in the appendix below.

APPENDIX - Retention of Documents and Records

Document	Minimum Period	Reason
MINUTES		
Approved minutes	Indefinite	Law
Notes taken at meetings	Until minutes are approved	Management
FINANCE		
Accounts	Indefinite	Management
Paid invoices	6 years	VAT
VAT records	6 years	VAT
Bank Statements	Last completed audit year	Audit
Paying in books	Last completed audit year	Audit
Cheque stubs	Last completed audit year	Audit
Any fees and charges	5 years	Management
PLANNING		
Applications		Held by District Council
Permissions		Held by District Council
Refusals		Held by District Council

INSURANCE

Insurance policies	2 years	Management
Certificates of Employers' Liability Insurance	40 years	Limitation period

OTHER

Quotations and tenders	12 years / Indefinite	Statute of Limitations
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Routine correspondence, papers & emails	Retain until matter closed	Management