

NEWLAND PARISH COUNCIL GOVERNANCE POLICY W

Document retention and disposal & IT policy (updated July 2025)

REVIEWED JUNE 2026

Document	Min retention period	Reason	Disposal
Minutes	Indefinite (with Clerk or Records office)	Archive	Not less frequently than 5 years, pass to Records Office
Agendas	5 years	Management	Shred and bin
Accident / incident reports	20 years	Potential claim	Shred and bin (maintain record of those destroyed for GDPR purposes)
Scales of fees and charges (N/A)	6 years	Management	Bin
Receipts and payments accounts	Indefinite	Archive	Bin
Receipt books of all kinds (N/A)	6 years	VAT	
Bank statements	Last completed audit year	Audit	Kept for 6 years, then bin.
Bank paying in books (N/A)	Last completed audit year	Audit	N/A
Cheque book stubs	Last completed audit year	Audit	N/A
Quotations and tenders	6 years	Limitation Act 1980	Shred and bin (maintain record of those confidential items destroyed for GDPR purposes)
Paid invoices	6 years	VAT	Bin, confidential waste
Paid cheques (N/A)	6 years	Limitation Act 1980	Bin, confidential waste
VAT records	6 years but 20 years for VAT on rent	VAT	Bin, confidential waste
Petty cash (N/A)	6 years	VAT	N/A
Wages / payroll	12 years	Superannuation	Bin, confidential waste
Insurance policies	While valid (but see next 2 items)	Management	
Insurance company names and policy numbers	Indefinite	Management	Bin
Certificates of insurance against liability for employees	40 years	Employers' Liability (Compulsory Insurance) Regs 1998	N/A
Title Deed, leases etc	Indefinite	Audit, management Tax, limitation Act 1980	Bin N/A
Members allowance register (N/A)	6 years		Shred and bin (maintain record of those confidential items destroyed for GDPR purposes)

Information from other bodies	As long as useful & relevant		Bin
Local, historical information	Indefinite – keep secure	General interest	N/A
Record keeping	Min retention period	Reason	Disposal
A list of files stored in cabinets to be kept Electronic files saved using file name	Backed up regularly	Management	Shred and bin (maintain record of those confidential items destroyed for GDPR purposes)
General correspondence	As long as useful & relevant or required for reference or accountability purposes or to comply with regulatory and other rights and requirements	Management	Shred and bin (maintain record of those confidential items destroyed for GDPR purposes)
Correspondence relating to staff	Keep securely for as long as necessary - recommended 3 years	Retain for references, PAYE, pension contributions and in respect of possible legal claims	Shred and bin (maintain record of those confidential items destroyed for GDPR purposes)
Legal matters	Min retention period	Reason	Disposal
Negligence	6 years		Shred and bin (maintain record of those confidential items destroyed for GDPR purposes)
Defamation	1 year		Shred and bin (maintain record of those confidential items destroyed for GDPR purposes)
Contract	6 years		Shred and bin (maintain record of those confidential items destroyed for GDPR purposes)
Leases (N/A)	12 years		Shred and bin
Sums recoverable by statute	6 years		Shred and bin
Personal injury	3 years		Shred and bin
To recover land	12 years		Shred and bin
Rent (N/A)	6 years		Shred and bin
Trust Deeds	Indefinite		N/A

Halls, recreation grounds	Min retention period	Reason	
Applicationstohire,invoices (N/A)	6 years	VAT	Disposal Shredand bin (maintain record of those confidential items destroyed for GDPR)
Allotments	Min retention period	Reason	Disposal
N/A			
Burial grounds	Min retention period	Reason	Disposal
N/A			
Planning papers	Min retention period	Reason	Disposal
Applications	Until Decision	Available at FODDC	Bin
Appeals	Until decision	Available at FODDC	Bin
Trees	Until decision	Available at FODDC	Bin
Local Development Plans	As long as in force	Reference	Bin
Neighbourhood Plans (N/A)	Indefinite	Historical purposes	N/A
Emails	Min retention period	Reason	Disposal
Class 1. Sent or received and relating directly or indirectly to Parish Council business	Indefinitely – store remotely	GDPR implications	Possibly after 10 years.
Class 2. Sent or received - of little or no importance relating to Parish Council business (eg informative emails from other authorities, advertising etc)	Distribute as appropriate. Delete.	No relevance in retaining	Place in 'deleted' folder

IT Policy

1. Introduction

Newland Parish Council (NPC) recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use NPC's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

NPC IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Exceptionally, authorised devices, software, and applications will be provided by NPC for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential NPC data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

NPC's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts are provided by NPC in the format 'cllr.surname@newlandparishcouncil.gov.uk' and are expected to be used; they are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Use of personal email addresses for council business is strongly discouraged.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

The ICO has the power to interrogate IT equipment, including personal equipment, used for Council business; this could lead to the 'confiscation' of the equipment for a considerable length of time.

8. Password and account security

NPC users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by NPC should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

NPC reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. It is strongly recommended that emails are archived on a secure and remote facility / server. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

NPC will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Clerk.

All staff and councillors are responsible for the safety and security of NPC's IT and email systems. By adhering to this IT and Email Policy, NPC aims to create a secure and efficient IT environment that supports its mission and goals.

Date: _____

Signature: _____

Role: _____