

Farningham Parish Council Data Protection Road Map and Retention Schedule

This document combines Farningham Parish Council's Data Protection Road Map with its Retention Schedule. It demonstrates compliance with the UK GDPR, Data Protection Act 2018 and the Practitioners' Guide (paras 1.51 - 1.53).

Record type	Categories of personal data	Recipients (other controllers)	Processors (on behalf of FPC)	How stored	Retention Schedule	Disposal
Minutes	Names of councillors, limited public representations	Public (website), auditors	Website provider, laptop storage	Hard copy & electronic	Permanent	N/A
Agendas	Councillor names, agenda items	Public (website)	Website provider	Electronic	5 years	Secure delete
Policies & Procedures	None / minimal officer names	Public (website)	Website provider, laptop storage	Electronic	At renewal/ superseded by a change in legislation	Secure delete
Financial records (accounts, receipts, invoices, audit, VAT)	Supplier names, bank details	Auditor, HMRC	Accounting software, laptop storage	Electronic & some hard copy	8 years	Secure delete
Contracts & procurements	Supplier contact details	Contractors, auditors	Laptop storage	Electronic	6 years after expiry	Secure delete
Grant applications (received and given)	Applicant contact details	Auditors	Laptop storage	Electronic	6 years	Secure delete
Payroll, staff & HR files	Employee personal & financial data	HMRC, pension providers	Payroll provider, Laptop storage	Electronic	6 years after termination	Secure delete
Email communications	Names, email addresses	None routinely	Email provider	Electronic	Delete when no longer required	Secure delete

Mailing lists / consent forms	Names, email addresses	None	Email platform	Electronic	Until consent withdrawn + 1 year	Secure delete
Complaints	Complainant contact details	ICO (if escalated)	Laptop storage	Electronic	6 years	Secure delete
Insurance	Names of insured persons	Insurers	Insurance provider, Laptop storage	Electronic	6 years	Secure delete
Accident / incident reports	Personal & injury details	Insurers, HSE	Laptop storage	Electronic	3 years (adults), 18 years (minors)	Secure delete
FOI / EIR / SARs requests	Requester contact details	ICO (if appealed)	Email provider, Laptop storage, Website provider	Electronic	3 years	Secure delete
Planning comments	Addresses of applications	Planning authority	Email provider	Electronic	Delete once submitted to the LPA	Secure delete