

QUEDGELEY TOWN COUNCIL

"Working with the community for the community"

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Quedgeley Town Council

Data Retention Policy

1. Introduction

Quedgeley Town Council ("the Council") is required to keep certain records in order to carry out its statutory functions and to demonstrate transparency, accountability, and effective governance. At the same time, the Council recognises its obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 to ensure that personal data is not kept for longer than is necessary.

This Data Retention Policy sets out how long different categories of Council records will be kept and how they will be securely disposed of when no longer required.

2. Scope

This policy applies to all records created, received, or maintained by the Council, whether held:

- In paper format
- Electronically (including emails)
- On Council-owned devices or systems

It applies to records containing personal data and non-personal data.

3. Legal Framework

This policy supports compliance with the following legislation and guidance:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Local Government Act 1972
- Freedom of Information Act 2000
- Limitation Act 1980
- Guidance issued by the Information Commissioner's Office (ICO)

- NALC / SLCC sector guidance

4. Principles of Data Retention

The Council will ensure that:

- Records are kept only for as long as they are needed for legal, operational, or audit purposes
- Personal data is accurate, relevant, and not excessive
- Records are disposed of securely once the retention period has expired
- Permanent records are identified and preserved

5. Roles and Responsibilities

- **The Town Council** is responsible for approving this policy and ensuring appropriate governance arrangements are in place.
- **The Clerk to the Council** is the responsible officer for implementing this policy, maintaining records, and overseeing secure disposal.
- **Councillors and staff** must ensure records they create or hold on behalf of the Council are managed in accordance with this policy.
- **6. Retention Schedule**
- The table below sets out the minimum retention periods for common categories of Council records.

Record Type	Retention Period	Notes
Minutes of Council and Committees	Permanent	Signed hard copy retained
Agendas	3 years	
Meeting papers / reports	3 years	Unless of historic significance
Financial accounts, receipts, invoices	6 years	From end of financial year
Annual Governance & Accountability Return (AGAR)	Permanent	Includes audit reports
Bank statements	6 years	
Payroll records	6 years	
Grant applications and awards	6 years	
Contracts and agreements	6 years after expiry	Longer if under seal
Insurance policies and claims	6 years after expiry	
Planning consultation responses	3 years	
Correspondence (general)	2 years	Unless required longer
Complaints records	6 years	From resolution date

Staff personnel records	6 years after employment ends
Asset register	Permanent
Policies and procedures	Until superseded + 3 years
Declarations of Interest	6 years after end of term

Retention periods may be extended where records are relevant to ongoing legal proceedings, investigations, or audits.

. Secure Storage and Disposal

Records will be stored securely to prevent unauthorised access, loss, or damage.

When records reach the end of their retention period:

- Paper records will be cross-shredded or disposed of via a confidential waste service
- Electronic records will be permanently deleted from systems and backups where practicable

A brief record of disposal may be kept for audit purposes.

8. Review and Monitoring

This policy will be reviewed every **three years**, or earlier if required by changes in legislation or guidance.

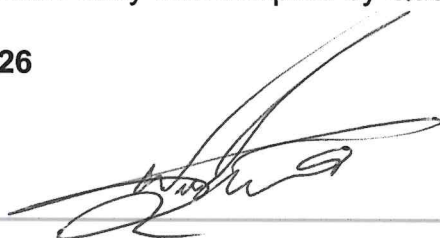
The next review date will be recorded in the Council's policy review schedule.

Adoption

This Data Retention Policy was adopted by Quedgeley Town Council on:

17th August 2026

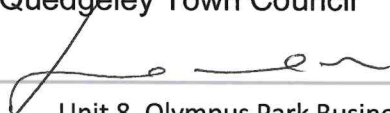
Signed:



FC-012/26-27.

Chair of Quedgeley Town Council

Clerk to Quedgeley Town Council



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