

Review of GDPR policies September 2021

Policy Name	Current Wording	Suggested Changes:
<p>Document and Electronic Data Retention and Disposal Policy</p>	<p>2.3 - Where planning permission is granted, the planning application, any plans and the decision letter will be retained until the development has been completed, so that, if necessary, the Clerk can check that the development proceeds in accordance with the terms and conditions of the permission.</p> <ul style="list-style-type: none"> • Where planning permission is granted on appeal, a copy of the appeal decision will also be retained likewise • Where planning permission is refused, the papers will be retained until the period within which an appeal can be made has expired. If an appeal is made, and dismissed, the decision letter will be retained against further applications relating to that site. • Copies of Structure Plans, Local Plans and similar documents will be retained as long as they are in force. <p>2.3 Correspondence - In planning matters correspondence will be retained for the same period as suggested for other planning papers.</p> <p>No information currently included re 'Documentation relating to staff'</p>	<p>Remove as all information available on West Suffolk Council's website.</p> <p>Correspondence in planning matters will be retained whilst still relevant to the application only if it is not included on West Suffolk Council's website.</p> <p><i>Additional information to be included following the end of the contract for the Neighbourhood Plan Clerk:</i></p> <p><i>Documentation relating to staff</i></p> <ul style="list-style-type: none"> • Should be kept securely and in accordance with the eight data protection principles contained in the Data Protection Act 1998. The principles provide that personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. However even after an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of

		tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council. The time limits within which a claim (and any appeal) may be lodged against an employer at an employment tribunal are set out in the legislation that contains the employment right in question or failing that by reference to the Limitation Act 1980 (as amended) considered in paragraph 7 below. The time for lodging a claim at an employment tribunal is usually measured from the date that the employment relationship ended or the date of the act complained of.
Staff and councillors privacy notice	Email address: harley.parish@btinternet.com	Change email address to infogbpc@gmail.com
Security Incident Policy	No changes	
SAR	No changes	
Audit and Impact Ass	No changes	
Public Privacy Notice	No changes	
Information Security Incident Policy	No changes	