

The following GDPR Policies and Procedures can be found below:

Publication Scheme

Transparency Code Compliance Policy

Document Disposal Policy

Disposal of Documents Appendix A

Retention of Documents Policy

Removable Media Policy

CCTV Policy

Information Data Protection Policy

GDPR Consent to Hold Information

Email Contact Privacy Notice

Privacy Notice



EAST COWES  
TOWN COUNCIL

# **EAST COWES TOWN COUNCIL PUBLICATION SCHEME**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	
<b>Who's who on the Council and its Committees</b>		
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
	Hard Copy	10p per sheet
Location of main Council office and accessibility details	Website	Free
	Hard Copy	10p per sheet
Staffing structure	Website	Free
	Hard Copy	10p per sheet
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	Website	
	Hard Copy	
Finalised budget	Website	
	Hard Copy	
Precept	Website	
	Hard Copy	
Borrowing Approval letter	N/A	

Financial Standing Orders and Regulations	Website Hard Copy	
Grants given and received	Hard Copy	
List of current contracts awarded and value of contract	Hard Copy	
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum		
Town Plan (current and previous year as a minimum)	N/A	
Annual Report to Town Meeting (current and previous year as a minimum)	Website Hard Copy	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and Town meetings)	Website Hard Copy	
Agendas of meetings (as above)	Website Hard Copy	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private/confidential to the meeting.	Website Hard Copy	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private/confidential to the meeting.	Website Hard Copy	

Responses to consultation papers	Website Hard Copy	
Responses to planning applications	N/A	
Byelaws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard Copy	
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	N/A  Website Hard Copy	
Information security policy (GDPR)	Website Hard Copy	
Records management policies (records retention, destruction and archive) (GDPR)	Website Hard Copy	
Data protection policies (GDPR)	Website Hard Copy	
Schedule of charges (for the publication of information)	See below	
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information)	

Currently maintained lists and registers only	may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Website Hard Copy	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town councils)	N/A	
Register of members' interests	Website Hard Copy	
Register of gifts and hospitality	Hard Copy	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website Hard Copy	
Seating, litter bins, clocks, memorials and lighting	Website (inc on Asset Register) Hard Copy	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	Website Hard Copy	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Town Clerk  
East Cowes Town Council, Town Hall  
York Avenue, East Cowes  
Isle of Wight PO32 6RU**

**Tel: 01983 299082**

**Email: [Clerk@eastcowestowncouncil.co.uk](mailto:Clerk@eastcowestowncouncil.co.uk)**

**Website: [www.Eastcowestowncouncil.co.uk](http://www.Eastcowestowncouncil.co.uk)**

## **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet A4(black & white)	Actual cost *
	Photocopying @ 12p per sheet A4(colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority



EAST COWES  
TOWN COUNCIL

# TRANSPARENCY CODE

1 The Local Government Transparency Code 2015 requires information to be published by 1<sup>st</sup> July 2015. It treats a Parish Council over £200,000 the same as any large local authority and compliance of the full code is expected. East Cowes Town Council exceeds £200,000 income and therefore must comply with the code in full.

2 East Cowes Town Council shall act in accordance with the Local Government Transparency Code 2015 issued by the Secretary of State for Communities and Local Government in exercise of his powers under section 2 of the Local Government, Planning and Land Act 1980 (“the Act”) to issue a Code of Recommended Practice (the Code) as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related.

2.1 The Code does not replace or supersede the existing legal framework for access to and re-use of public sector information provided by the:

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012)
  - Environmental Information Regulations 2004
  - Re-use of Public Sector Information Regulations 2005
  - Infrastructure for Spatial Information in the European Community (INSPIRE) Regulations 2009
  - Sections 25 and 26 of the Local Audit and Accountability Act 2014 which provide rights for persons to inspect a local authority’s accounting records and supporting documentation, and to make copies of them.

3 The Town Council shall publish quarterly the following information:

- Expenditure exceeding £500
- Procurement information

3.1 The data and information referred to above will be first published within a period of three months from the date on which the Council last published that data under the Local Government Transparency Code 2015 and no later than one month after the quarter to which the data and information is applicable. Publish the data and information quarterly thereafter and on each occasion no later than one month after the quarter to which the data and information is applicable.

3.2 Information to be published quarterly

The Town Council will publish quarterly details of each individual item of expenditure that exceeds £500. This includes items of expenditure consistent with Local Government Association guidance, and will include:

- Individual invoices
- Grant payments
- Expense payments
- Payments for goods and services
- Grants
- Grant in aid
- Rent
- Credit notes over £500
- Transactions with other public bodies.

3.3 For each individual item of expenditure, the following information will be published:

- Date the expenditure was incurred
- Local authority department which incurred the expenditure
- Beneficiary

- Summary of the purpose of the expenditure
- Amount
- Value Added Tax that cannot be recovered and merchant category

### 3.4 Procurement Information

The Town Council will publish details of every invitation to tender/quote for contracts to provide goods and/or services with a value that exceeds £5,000. For each invitation, the following details will be published:

- Title
- Description of the goods and/or services sought
- Start, end and review dates

3.5 The Council will also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, the following details will be published:

- Reference number
- Title of agreement
- Description of the goods and/or services being provided
- Supplier name and details
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract
- Value Added Tax that cannot be recovered
- Start, end and review dates
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number.

### 3.6 Information to be Published Annually

#### Land & Properties

The Council will publish details of all land and building assets including:

- All service and office properties occupied or controlled by user bodies, both freehold and leasehold
- Any properties occupied or run under Private Finance Initiative contracts
- All other properties they own or use, for example, hostels, laboratories, investment properties and depots
- Garages unless rented as part of a housing tenancy agreement
- Surplus, sublet or vacant properties
- Undeveloped land
- Serviced or temporary offices where contractual or actual occupation exceeds three months
- All future commitments, for example under an agreement for lease, from when the contractual commitment is made.

3.7 Information about the following land and building assets are to be excluded from publication:

- Rent free properties provided by traders

The data and information listed under 3.5 will be: First published within a period of one year from the date on which the Town Council last published that data under the Local Government

Transparency Code 2015 and not later than one month after the year to which the data and information is applicable.

Information will be published annually thereafter and, on each occasion, not later than one month after the year to which the data and information is applicable.

For each land or building asset, the following information will be published together in one place:

- Unique Property Reference Number
- Unique asset
- Name of the building/land or both
- Street name – this is the postal road address
- Post town
- United Kingdom postcode
- Map reference

#### 4 Grants to Voluntary, Community and Social Enterprise Organisations

4.1 The Town Council will publish details of all grants to voluntary, community and social enterprise organisations. Details will include:

- Identifying transactions which relate to voluntary, community and social enterprise organisations within published data on expenditure over £500 or published procurement information, or
- Publishing a separate list or register.

For each identified grant, the following information will be published as a minimum:

- Date the grant was awarded
- Time period for which the grant has been given
- Local authority which awarded the grant
- Beneficiary
- Beneficiary's registration number (Charity or Company Registration Number) if any
- Summary of the purpose of the grant
- Amount

#### 5 Organisational Chart

5.1 The staffing table below does not publish salaries as all officers are under the £50,000 bracket.

East Cowes Town Council staffing: -

Role	Employee	Hours worked
Town Clerk/Responsible Financial Officer	S Chilton	25 hours per week
Assistant Clerk	C Gale	15 hours per week
Facilities Officer	M Collis	20 hours per week
Assistant Facilities Officer	R Auburn	10.5 hours per week
Caretaker/Handyman	C Gerring	18.5 hours per week
Caretaker/Handyman	A Atkins	18.5 hours per week

Cleaner/Key holder	J White	Ave Summer/Winter 14.25 per week
Cleaner/Litter Picker	G Warren	Ave Summer/Winter 14.25 per week
Library Coordinator	D Palmer	6 hours weekly

5.2 Trade union facility time is not applicable to East Cowes Town Council as the Council does not employ officers that have any role in the facilitation of a trade union or trade union services. Staff can sign up to ALCC via the SLCC.

5.3 Procurement cards data and transactions are not applicable to East Cowes Town Council as we do not have procurement cards.

5.4 East Cowes Town Council does not generate parking income and no parking accounts are kept.

5.5 East Cowes Town Council works to a set of Standing Orders, Financial Regulations, Risk Management and numerous policies not a constitution as a Local Authority would.

5.6 East Cowes Town Council does not run its own waste contracts as the Isle of Wight Council procures this service. Therefore, there is no data to publish in this respect.

5.7 East Cowes Town Council does not specifically employ officers to work on fraud prevention and investigations. There has never been a fraud case brought to the attention of the Town Council expecting officer time to date.



# **DOCUMENT & MEDIA DISPOSAL POLICY 2020**

## **Disposal Policy**

### **1. Introduction**

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

### **2. Scope and Objectives of the Policy**

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
  - Retained – and for how long; or
  - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
  - 'With compliments' slips.
  - Catalogues and trade journals.
  - Non-acceptance of invitations.
  - Trivial electronic mail messages that are not related to Council business.
  - Requests for information such as maps, plans or advertising material.
  - Out of date distribution lists.
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

### **3. Roles and Responsibilities for Document Retention and Disposal**

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

### **4. Document Retention Protocol**

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
  - Facilitate an audit or examination of the business by anyone so authorised.
  - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
  - Verify individual consent to record, manage and record disposal of their personal data.
  - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
  - Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
  - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

### **5. Document Disposal Protocol**

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
  - Is retention required to fulfil statutory or other regulatory requirements?
  - Is retention required to meet the operational needs of the service?
  - Is retention required to evidence events in the case of dispute?

- Is retention required because the document or record is of historic interest or intrinsic value?
- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.
- 5.3 Documents can be disposed of by any of the following methods:
- Non-confidential records: place in waste paper bin for disposal.
  - Confidential records or records giving personal information: shred documents or disposal by confidential waste contract.
  - Deletion of computer records.
  - Transmission of records to an external body such as the County Records Office.
- 5.4 The following principles should be followed when disposing of records:
- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
  - the Freedom of Information Act or cause reputational damage.
  - Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
  - Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
  - Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).
- 5.5 Records should be maintained of appropriate disposals. These records should contain the following information:
- The name of the document destroyed.
  - The date the document was destroyed.
  - The method of disposal.

## **6. Data Protection Act 1998 – Obligation to Dispose of Certain Data**

- 6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- a) from the data, or
- b) from those data and other information, which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

- 6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.
- 6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

## **7. Scanning of Documents**

- 7.1 In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- 7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.
- 7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

## **8. Review of Document Retention**

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- Local Council Administration, Charles Arnold-Baker, 11<sup>th</sup> edition, Chapter 11
  - Local Government Act 1972, sections 225 – 229, section 234
  - SLCC Advice Note 316 Retaining Important Documents
  - SLCC Clerks' Manual: Storing Books and Documents
  - *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

## **9. List of Documents**

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

## EAST COWES TOWN COUNCIL Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive		Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the IWC Records Office
Agendas	5 years	Management		Bin / Shred or confidential waste
Accident/incident reports	20 years	Potential claims		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management		Bin
Receipt and payment accounts	Indefinite	Archive		N/A
Receipt books of all kinds	6 years	VAT/Audit		Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit		Confidential waste
Bank paying-in books	Last completed audit year	Audit		Confidential waste
Cheque book stubs	Last completed audit year	Audit		Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Quotations and tenders	6 years	Limitation Act 1980 (as amended)		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT		Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)		Confidential waste
VAT records	6 years	VAT		Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)		Confidential waste
Wages books/payroll	12 years	Superannuation		Confidential waste
Insurance policies	While valid (but see next two items below)	Management		Bin / shred
Insurance company names and policy numbers	Indefinite	Management		N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management		Bin / shred
Play Area equipment inspection reports	21 years			Bin / shred
Investments	Indefinite	Audit, Management		N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management		N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant			Bin / shred
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).		N/A
Magazines and journals	Council may wish to keep its own publications  For others retain for as long as they are useful and relevant.	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 <sup>st</sup> February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its		Bin if applicable

Document	Minimum Retention Period	Reason	Location Retained	Disposal
		<p>own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.</p>		
<b>Record-keeping</b>				
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> <li>• Electronic files will be saved using relevant file names</li> </ul>	<p>The electronic files will be backed up periodically on a portable hard drive</p>	<p>Management</p>		<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.</p>
<p>General correspondence</p>	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability</p>	<p>Management</p>		<p>Bin (shred confidential waste)</p>

Document	Minimum Retention Period	Reason	Location Retained	Disposal
	<p>purposes, to comply with regulatory requirements or to protect legal and other rights and interests.</p>			
<p>Correspondence relating to staff</p>	<p>If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years</p>	<p>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.</p>		<p>Shred/Confidential waste A list of employment disputes will be kept until case is decided and then documents disposed of (as stated) to meet the requirements of the GDPR regulations.</p>

	<p><b>Documents from legal matters, negligence and other torts</b></p> <p>Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories.</p> <p>If in doubt, keep for the longest of the three limitation periods.</p>			
Negligence	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	<b>Planning Papers</b>			
Applications	Retained electronically as long as under consideration	Management		Bin
Appeals	Retained electronically as long as under consideration	Management		Bin

Trees	Retained as long as under consideration	Management		Bin
Local Development Plans	Retained as long as in force	Reference		Bin
Local Plans	Retained as long as in force	Reference		Bin
Photographs/digital prints	Retained as long as under consideration	Data protection		Bin



# **RETENTION OF DOCUMENTS POLICY 2020**

## 1 Policy statement

This policy sets out the Town Council's policy on the retention of documents. It identifies which documents are retained, the minimum retention period and the reason for retaining.

## 2 Responsibility for implementation of the policy

2.1. The Council has overall responsibility for the effective operation of this policy.

2.2. The Town Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to the Council's work.

2.3. All employees, volunteers and Councillors should ensure that they take the time to read and understand this policy. Any breach of this policy should be reported to the Town Clerk.

2.4. Questions regarding the content or application of this policy should be directed to the Town Clerk.

## 3. RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF THE TOWN COUNCIL

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minutes	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Wages books	12 years	Superannuation
Insurance policies	While valid	Management

Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
<b>For Halls, Centre, Recreation Grounds</b>		
<ul style="list-style-type: none"> <li>▪ application to hire</li> <li>▪ lettings diaries</li> <li>▪ copies of bills to hires</li> <li>▪ record of tickets issued</li> </ul>	6 years	VAT
<b>For Allotments</b>		
Register and plans	Indefinite	Audit, Management
<b>Complaints</b>		
Complaints	Data will be retained whilst a complaint is investigated and disposed of as soon as the complaint is agreeably determined by both parties. Usually within 20 days. If disputed, 8 weeks to be determined by Full Council	Complaints Policy
<b>For Burial Grounds</b>		
Register of fees collected Register of burials Register of purchased graves Register/plan of grave spaces Register of memorials Applications for interment Applications for right to erect memorials Disposal certificates Copy certificates of grant of exclusive right of burial	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)



# REMOVABLE MEDIA POLICY

# The Management of Transferable Data Policy

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## **Purpose**

- 1.1 This policy supports the controlled storage and transfer of information by Councillors and all employees, temporary staff, volunteers and agents (contractors, consultants and others working on behalf of the Council) who have access to and use of computing equipment that is owned or leased by East Cowes Town Council
- 1.2 Information is used throughout the Council and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide services to the public.
- 1.3 It is therefore essential for the continued operation of the Council that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Council's needs.
- 1.4 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:
  - 1.4.1 Enabling the correct data to be made available where it is required
  - 1.4.2 Maintaining the integrity of the data
  - 1.4.3 Preventing unintended consequences to the stability of the computer network
  - 1.4.4 Building confidence and trust in data that is being shared between systems
  - 1.4.5 Maintaining high standards of care towards data and information about individual parishioners, staff or information that is exempt from disclosure
  - 1.4.6 Compliance with legislation, policies or good practice requirements

## **Principals**

- 2.1 This policy sets out the principles that will be adopted by East Cowes Town Council for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.
- 2.2 Removable media includes but is not limited to:  
USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems or stores electronic data separately from email or other applications.
- 2.3 Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.
- 2.4 Failure to comply with this policy could result in disciplinary action.

## **Advice and Assistance**

- 3.1 The Clerk will ensure that everyone that is authorised to access the Councils information systems is aware of their obligations arising from this policy.
- 3.2 A competent person should be consulted over any hardware or system issues. Advice and guidance on using software packages should be also sort from a competent person.

## **Responsibilities**

- 4.1 The Clerk is responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.

## **Incident Management**

- 5.1 It is the duty of all employees and agents of the Council to not allow storage media to be compromised in any way whist in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the clerk.
- 5.2 It is the duty of all Councillors/Employees to report any actual or suspected breaches in information security to the clerk.

## **Data Administration**

- 6.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.
- 6.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.
- 6.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.
- 6.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken to easily identify the version of the data, as well as its content.

- 6.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's Retention and Disposal policy must be implemented by Councillors, employees, contractors and agents for all removable media.

## **Security**

- 7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.
- 7.2 Virus Infections must be prevented from damaging the Councils network and computers. Virus and malware checking software approved by the Council, must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving machine.
- 7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However, work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.
- 7.4 The Council will not provide support or administrator access for any non-council memory stick.

## **Use of removable media**

- 8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.
- 8.2 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.
- 8.3 All data transferred to removable media should be in accordance with an agreed process established by the Council so that material can be traced.

- 8.4 The person arranging the transfer of data must be authorised to make use of, or process that particular data.
- 8.5 Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.
- 8.6 Encryption must be applied to the data file unless there is no risk to the Council, other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not available, then password control must be applied if removable media must be used for the business purpose.

### **Faulty or Unneeded Storage Devices**

- 9.1 Damaged or faulty media must not be used. The clerk must be consulted over any damaged equipment, peripherals or media.
- 9.2 All unneeded or faulty storage devices must be dealt with securely to remove the data before reallocating or disposing of the device.

### **Breach procedures**

- 10.1 Users who do not adhere to this policy will be dealt with through the Councils disciplinary process.
- 10.2 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.

### **Review and Revision**

- 11.1 This policy will be reviewed annually by the Council and revised according to developments in legislation, guidance, accepted good practice and operational use.

### **Employees Guide in Brief**

- 12.1 Data and information are valuable and must be protected.
- 12.2 Only transfer data onto removable media, if you have the authority to do so.
- 12.3 All transfer arrangements carry a risk to the data.
- 12.4 Run the virus checking programme on the removable media each time it is connected to a computer.
- 12.5 Only use approved products for Council data.
- 12.6 Activate encryption on removable media wherever it is available and password protection if not available
- 12.7 Data should be available for automatic back up and not solely saved to removable media.

12.8 Delete files from removable media, or destroy the media, after the material has been used for its purpose.



EAST COWES  
TOWN COUNCIL

# **CCTV POLICY**

## **2020**

## **1 Introduction**

1.1 East Cowes Town Council (the Council), uses closed circuit television (IP-CCTV) images to reduce crime and monitor buildings in order to provide a safe and secure environment for members of the public and staff and to prevent the loss or damage to property. There are currently 2 systems operating. One system monitors the Town Hall and the other the Esplanade and Skate Park.

1.2 The CCTV systems and the images produced are controlled by the Town Clerk, who is responsible for how the systems are used and for notifying the Information Commissioners Office about the CCTV systems and their purpose

## **2 TOWN HALL**

2.1 The Town Hall system comprises 3 fixed motion-sensor cameras located around the building.

2.2 The system does not have a sound recording capability.

2.3 Images are stored for 14 days on-line and are then automatically deleted.

2.4 The system is rented by the Town Council and the deployment is determined by the Town Clerk under instruction from the Town Council.

2.5 The CCTV is monitored from the Town Council offices.

2.6 The use of CCTV and the associated images is covered by the Data Protection Act 1998. Implementation of General Data Protection Regulations (GDPR), accompanied by a new Data Protection Act, takes effect from 25th May 2018 and replaces the existing law on Data Protection Act 1998. The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998.

## **3 ESPLANADE AND SKATE PARK**

3.1 The Esplanade and Skate Park system comprises four fixed cameras. Two cameras in two separate locations.

3.2 The system does not have sound recording capability but has a speaker facility.

3.3 The CCTV system is rented by the Town Council and the deployment is determined by the Town Clerk under instruction from the Town Council.

3.4 The CCTV is monitored from the Town Council offices and by Trellisworks Ltd remote guarding organisation for out of hours monitoring, and by Cybertronix as the software developer on behalf of Trellis works Ltd.

3.5 The use of CCTV and the associated images is covered by the Data Protection Act 1998. Implementation of General Data Protection Regulations (GDPR), accompanied by a new Data Protection Act, takes effect from 25th May 2018 and replaces the existing law on Data Protection Act 1998. The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998.

4 This policy outlines the Council's use of CCTV and how it complies with the Act.

4.1 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All employees, including Trellisworks and their partners are aware of the restrictions in relation to access to, and disclosure of, recorded images.

4.2 The council recognises that during periods where children and young adults are present in a controlled environment, that parents and guardians may have concerns with the presence of live CCTV observation. CCTV coverage will be temporarily isolated in specific areas at designated sites if requested by a parent/guardian and the reason given is deemed legitimate.

## **5 Statement of Intent**

5.1 The Council complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published on the ICO website.

5.2 In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area.

5.3 It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

## **6 Siting the Cameras**

6.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed, and care will be taken to ensure that reasonable privacy expectations are not violated. The Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act 2018.

6.2 The Council will make every effort to position cameras so that their coverage is restricted to the Council premises, which will include outdoor areas.

## **7 Storage and Retention of CCTV images**

7.1 Recorded data will be retained for no longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. All data will be retained on-line for 56 days and archived for a longer period off-line (6 Months) after which it will be erased.

7.2 All retained data will be stored securely on-line on encrypted SD cards making it almost impossible to access the data without permission. The main disk storage will be kept securely in the Council's offices.

## **8 Access to CCTV images**

Access to recorded images will be restricted to those staff authorised to view them and will not be made more widely available.

## **9 Subject Access Requests (SAR)**

9.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

9.2 All requests should be made in writing to the Town Clerk. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

9.3 The Council will respond to requests within 28 calendar days of receiving the written request and fee.

9.4 A fee of £25 will be charged per request.

9.5 The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

## **10 Access to and Disclosure of Images to Third Parties**

10.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Council where these would reasonably need access to the data (e.g. investigators).

10.2 Requests should be made in writing to the Town Clerk.

10.3 The data may be used within the Council's discipline and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures.

## **11 Complaints**

Complaints and enquiries about the operation of CCTV within the Council should be directed in writing to the Town Clerk in the first instance.

Contact details:

Town Clerk, Town Hall, York Avenue, East Cowes, Isle of Wight PO32 6RU Email: [Clerk@eastcowestowncouncil.co.uk](mailto:Clerk@eastcowestowncouncil.co.uk)

## **12 Further Information**

Further information on CCTV and its use is available from the following:

CCTV Code of Practice (published by the Information Commissioners Office)

Regulation of Investigatory Powers Act (RIPA) 2000

General Data Protection Regulations (GDPR), accompanied by a new Data Protection Act, effective from 25th May 2018

## Appendix A Checklist

This CCTV system and the images produced by it are controlled by the Town Clerk who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 2018).

East Cowes Town Council has considered the need for using CCTV and has decided that it is required for the prevention and detection of crime and for protecting the safety of the public. It will not be used for other purposes. The Council conducts an annual review of its use of CCTV.

	Checked (Date)	By	Date of Next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
A system had been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Residents will be consulted about the proposal to alter CCTV equipment.			
Cameras have been sited so that they provide clear images.			
There are visible signs showing that CCTV is in operation.			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.			
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.			
Except for law enforcement bodies, images will not be provided to third parties.			
The organisation knows how to respond to Individuals making requests for copies of their own images. If unsure the Town Clerk knows to seek advice from the Information Commissioner as soon as such a request is made.			
Regular checks are carried out to ensure that the system is working properly and produces high quality images.			

**Appendix B CCTV Signage**

It is a requirement of the Data Protection Act 2018 to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The Council is to ensure that this requirement is fulfilled.

The CCTV sign should include that the area is covered by CCTV surveillance and pictures are recorded.

**Appendix C CCTV Access Request Form**

ACCESS REQUEST FORM – CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address		Description of Applicant and any distinguishing features (e.g. clothing)	
Post Code:	Tel.No:		
Signature of Applicant (or parent/guardian if under 18)		A recent photograph may be necessary to aid identification.	
Reason for request - to be submitted to the Town Council.			
Continue overleaf if necessary			
Received by:	Clerk's Signature	Date Received	Time Received
Fee Charged / N.A.	Fee Paid:	Request Approved YES/NO	Date Applicant Informed:



EAST COWES  
TOWN COUNCIL

# **INFORMATION AND DATA PROTECTION POLICY**

# **Information & Data Protection Policy**

## **Introduction**

In order to conduct its business, services and duties, East Cowes Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

East Cowes Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the community. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

## **Protecting Confidential or Sensitive Information**

East Cowes Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25<sup>th</sup> May 2018 and will, like the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.

**The policy is based on the premise that Personal Data must be:**

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

**Data Protection Terminology**

**Data subject** - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

**Personal data** - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

**Sensitive personal data** - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

**Data controller** - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

**Data processor** - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

**Processing information or data** - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it

- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

East Cowes Town Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

**The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:**

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

Explicit consent of the individual

- Required by law to process the data for employment purposes

- A requirement in order to protect the vital interests of the individual or another person

**Who is responsible for protecting a person's personal data?**

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk. Email: Clerk@eastcowestowncouncil.co.uk

- Phone: 01983299082
- Correspondence: The Town Clerk, East Cowes Town Council, Town Hall, York Avenue, East Cowes PO32 6RU

**Guidance on Personal Data**

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

**Information provided to us**

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with East Cowes Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council can keep their personal data accurate and up to date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

**The Councils Right to Process Information**

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

**Information Security**

The Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification,

destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

### **Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

### **Rights of a Data Subject**

**Access to Information:** an individual has the right to request access to the information we have on them. They can do this by contacting our Town Clerk

**Information Correction:** If they believe that the information, we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact the Town Clerk.

**Information Deletion:** If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town Clerk.

**Right to Object:** If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk

The Town Council does not use automated decision making or profiling of individual personal data.

**Complaints:** If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk, or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

### **Making Information Available**

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is

supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session at each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council but would include urgent action taken after consultation with the Mayor, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

### **Disclosure Information**

The Council will, if necessary, undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

### **Data Transparency**

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles

for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

**Demand led:** new technologies and publication of data should support transparency and accountability

**Open:** the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

**Timely:** data will be published as soon as possible following production.



EAST COWES  
TOWN COUNCIL

**GENERAL DATA  
PROTECTION  
REGULATIONS (SERVICE)  
CONSENT TO HOLD  
CONTACT INFORMATION**

## **General Data Protection Regulations (Service) Consent to hold Contact Information**

I agree that I have read and understand East Cowes Town Council Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that East Cowes Town Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Date of birth if under 18	
Parental/Guardian Consent for any data processing activity	
Address	
Telephone No.	
Email Address	
Facebook	
Twitter	
Signature	
Date	



EAST COWES  
TOWN COUNCIL

# **EMAIL CONTACT PRIVACY NOTICE**

## **Email Contact Privacy Notice**

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

### **The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### **Information Security**

East Cowes Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by East Cowes Town Council at any time)

### **Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Town Clerk, [clerk@eastcowestowncouncil.co.uk](mailto:clerk@eastcowestowncouncil.co.uk) to request this.

### **Information Correction**

If you believe that the information, we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact Town Clerk, [clerk@eastcowestowncouncil.co.uk](mailto:clerk@eastcowestowncouncil.co.uk) to request this.

### **Information Deletion**

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### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact Town Clerk, [clerk@eastcowestowncouncil.co.uk](mailto:clerk@eastcowestowncouncil.co.uk) to object.

### **Rights Related to Automated Decision Making and Profiling**

East Cowes Town Council does not use any form of automated decision making or the profiling of individual personal data.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to East Cowes Town Council Data Information Officer: Town Clerk, [clerk@eastcowestowncouncil.co.uk](mailto:clerk@eastcowestowncouncil.co.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

**Summary:** In accordance with the law, East Cowes Town Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. East Cowes Town Council do not use profiling, we do not sell or pass your data to third parties. East Cowes Town Council do not use your data for purposes other than those specified. East Cowes Town Council make sure your data is stored securely. East Cowes Town Council delete all information deemed to be no longer necessary. East Cowes Town Council constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).



EAST COWES  
TOWN COUNCIL

# PRIVACY NOTICE

## **Privacy Notice**

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

### **The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

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