

Item	Type	Where did it come from?	Who do we share it with?	What do we do with it?	Legitimate reason for retaining*	Keep/ Discard	Additional notes
Agendas and Minutes	Electronic and Hard Copy of Minutes	Produced by Clerk	Everyone	Minutes stored as hard copy and electronic copy in perpetuity. Agendas stored for 5 years electronically.	3 and 5	Keep and discard	Keep all minutes (those over 5 years old should be stored in Suffolk Records Office). Agendas over 5 years deleted.
Website	Electronic	Clerk three pages, website “owned” by independent resident	Everyone	Sharing of information to enable council to carry out its role and comply with Transparency Code	3 and 5	Keep	Content reviewed and updated
Details of grants	Electronic and hard copy	Various	Councillors only	Assess request for annual grant	5	Keep and discard	Destroy after three years

**Legitimate reasons for retaining personal data:*

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| <ol style="list-style-type: none"> 1. <i>Consent of the data subject</i> 2. <i>Necessary for the performance of a contract</i> 3. <i>Necessary for the compliance with a legal obligation</i> 4. <i>Necessary to protect vital interests of a data subject or other</i> | <ol style="list-style-type: none"> 5. <i>Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.</i> 6. <i>Necessary for the purpose of legitimate interests pursued by the controller (except where overridden)</i> |
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Adopted by the Parish Council at a meeting on:

Signed:

Clerk

Signed:

Chair: