

**MEETING OF THE PARISH COUNCIL IN ITS CAPACITY AS SOLE TRUSTEE OF THE VILLAGE HALL 27 NOVEMBER 2018**

1. To Receive apologies for absence
2. To Record any declarations of interest
3. To Approve the minutes of the meeting held on 23 October 2018
4. To Review Data Audit Questionnaire and related policy and procedural documents
5. Items of Report and Matters for Forthcoming Agendas
6. Date and Time of the next meeting

**ITEM 3: MINUTES OF THE MEETING HELD ON 23 OCTOBER 2018**

**Minutes of the Parish Council in its capacity as Trustee of Corfe Mullen Village Hall meeting held at the Village Hall, Corfe Mullen on Tuesday 23 October 2018 commencing at 8.45pm**

*Present: Cllr. Harrison - Chairman*

<i>Cllrs</i>	<i>Alexander</i>	<i>Everett</i>	<i>Honeyman</i>	<i>Perry</i>
	<i>Anderson</i>	<i>A Holland</i>	<i>Jefferies</i>	<i>Stennett</i>
	<i>Dix</i>	<i>P Holland</i>	<i>Mattocks</i>	<i>Waterman</i>

*Officer in attendance: Katrina Blee (Clerk) and Sheila Bird (Assistant Clerk).*

**PUBLIC DISCUSSION PERIOD**

***There were no members of the public present.***

**1. Apologies for Absence**

*Apologies were received from Cllr Parkin.*

**2. Declarations of Interest**

*There were no declarations of interest.*

**Approval of Minutes**

*The Minutes of the meeting held on 28 August 2018 were agreed.*

**4. To approve Hire Charges for 2020 (Appendix 1)**

*The new 2020 charges were agreed.*

*Nem Con*

**5. Items of Information**

- a) *The Clerk updated members on the damaged floor – the senior caretaker had managed to remove the stains and the church have paid for the work involved.*
- b) *The Clerk reported that the early morning cleaner had resigned, a replacement had been appointed but had now got alternative employment. The Clerk hopes to fill the vacancy as soon as possible.*
- c) *The Clerk reminded members that the AGM is on Wednesday 21 November 2018.*

**6. Date and time of next meeting**

*The next meeting will be arranged when business dictates.*

*The meeting closed at 8.50pm.*

**ITEM 4 DATA PROTECTION**

As part of the compliance work for the General Data Protection Regulations, the Clerk has been working through the NALC toolkit for the Parish Council and has used the same toolkit for the village hall. The Council is asked to review the Village Hall Data Audit Questionnaire and draft policy and procedural documentation as below.

It is recommended that these documents are reviewed annually.

**For decision.**

## Corfe Mullen Village Hall Registered Charity No. 286509

### Data Audit Questionnaire

#### Glossary

- **"Personal Data"** is any information about a living person which can identify them. This is not just someone's name and address but any information which can identify them (directly or indirectly). For example a phone number or email address is personal data. Any other contact information or a person's employment history, or credit history are all personal data.
- **"Data controller"** is the person or organisation who determines the how and what of data processing.
- **"Data processor"** is the person or firm that processes the data on behalf of the controller.
- **"Data subject"** is the person about whom personal data is processed.
- **"Processing"** personal data means storing or deleting any personal data on a computer, database or some manual files (e.g. HR, allotment tenancy files or invoices with contractor payment details). The word 'processing' also covers selecting a name for a mailing list or reading it off a screen during a call. It includes transferring and altering data. Indeed, practically anything done to personal data constitutes processing.
- **"Sensitive personal data or special categories of personal data"** are any of the following types of personal data about a data subject: racial or ethnic origin; political opinions; religious beliefs; trade union membership; physical or mental health or condition; sexual life or orientation; genetic data; and biometric data.

<b>Part A</b>	<b>Your Information</b>
1.	<b>Person completing questionnaire:</b> Katrina Blee Parish Clerk <a href="mailto:katrinablee@corfemullen-pc.gov.uk">katrinablee@corfemullen-pc.gov.uk</a> 01202 698600
2.	<b>Data controller</b> Corfe Mullen Village Hall
3.	<b>Date you completed this questionnaire</b> 09.11.18
<b>Part B</b>	<b>Communicating Personal Data</b>
4.	This section relates to communications with staff, councillors, hirers and the general public.  <b>a) What type of personal data does the Village Hall keep?</b>  Names Contact details – addresses, phone numbers and email addresses Bank details where needed to pay an invoice, return damage deposits or reimburse expenses Staff: National Insurance Numbers, dates of birth, bank details and tax codes

	<p><b>b) Where does the Village Hall get the personal data from?</b></p> <p>Staff  General Public  Hirers including organisations and business as well as individual</p> <p><b>c) Why does the Village Hall collect or process the data – what does the Village Hall do with the personal data?</b></p> <p>For purposes relating to:  Management of Village Hall facilities, services and staff  Contract management</p> <p><b>d) Who does the Village Hall disclose personal data to?</b></p> <p>The public  Councillors  Staff and contractors carrying out the work of the Village Hall  Pension providers  HMRC  Prospective employers</p> <p><b>e) Do the Village Hall minutes contain personal data?</b></p> <p>Councillors' and staff names  Names of hirers or general public where they have spoken in Public Discussion Period or attended the AGM</p> <p><b>f) Does the Village Hall ever send personal data overseas and if so where to and to which organisation? This might include overseas companies providing database or email services.</b></p> <p>No</p> <p><b>g) Does the Village Hall collect any sensitive personal data?</b></p> <p>Information on the physical or mental health of staff</p> <p><b>h) If so for what reason?</b></p> <p>To support staff</p>
<b>Part C</b>	<b>Suppliers, companies and other organisations the Village Hall contracts with</b>
5.	<p>About individuals or representatives of organisations which supply us with services such as for Village Hall repairs, or with whom we are in contact</p> <p><b>a) Who does the Village Hall keep personal data about?</b></p> <p>Tradesmen  Solicitors  Surveyors  Architects  Suppliers</p>

	<p>Advisers  Consultants  Project Managers  IT support contractors  Software suppliers</p> <p><b>b) What type of personal data does the Village Hall keep?</b></p> <p>Name  Contact details  Qualifications  Bank details  Education and skills</p> <p><b>c) Where does the Village Hall get the data from?</b></p> <p>The individuals  The suppliers  The contractors</p> <p><b>d) Why does the Village Hall collect or process the data?</b></p> <p>For the maintenance, repair and management of Village Hall assets  To make payments for services or goods  To support the management of Village Hall services  To support the management of the Village Hall's Health &amp; Safety and HR functions</p>
<b>Part D</b>	<b>General Questions about Personal Data</b>
6.	<p><b>a) How does the Village Hall store the personal data collected?</b></p> <p>Hard copies in filing cabinet, cabinets at the Parish Council offices, or in its store in the loft, store room, or in the Village Hall loft  Hard copies also in fireproof safe in Parish Council offices (leases and other legal documents)  Computers located at the Parish Council offices  Accounting records also kept on memory stick stored in fireproof safe as above.  The Parish Council's website -  Dorset History Centre  All electronic documents are saved to an independent cloud provider</p> <p><b>b) Does the Village Hall take any steps to prevent unauthorised use of or access to personal data or against accidental loss, destruction or damage?</b></p> <p>Cabinets, store room and safe locked.  Computers password protected  Memory sticks encrypted, and password protected  Cloud storage password protected  List of passwords password protected  Staff files password protected  Website editing/administrator access is password protected</p>

	<p><b>c) How does the Village Hall manage access to data?</b></p> <p>Information will be shared with councillors only when necessary for the management of its functions, e.g. as employer Councillors and staff will take care only to share information with the general public where necessary for the management of the Village Hall's functions. The general public will be directed to the Parish Council's website where possible</p> <p><b>d) What is the process involved in giving access to staff or councillors?</b></p> <p>Councillors must request any information from the Clerk</p>
7.	<p><b>Do any procedures exist for correcting, deleting, restricting, personal data?</b></p> <p>The Clerk must be informed of all amendments required for personal data Requests to delete personal information must be sent to the Clerk in writing or by email</p>
8.	<p><b>a) Who has access to/is provided with the personal data (internally and externally)?</b></p> <p>Staff Councillors (upon request) Others normally with consent from the data subject only</p> <p><b>b) Is there an authorisation procedure for accessing personal data? If so, please provide details.</b></p> <p>Staff do not need authorisation to access apart from staff personal files which are only accessed by the Clerk Councillors must request access from the Clerk who will assess whether the reason for access is appropriate Others must request access from the Clerk who will assess whether the reason for access is appropriate, whether there is a legal basis for access other than consent from the data subject</p>
9.	<p><b>Does the Village Hall provide a copy of all existing privacy notices?</b></p> <p>These are on the Parish Council's website and available on request from the Parish Council office.</p>
10.	<p><b>So far as the Village Hall is aware, has any personal data which was gathered for one purpose been used for another purpose (e.g. communicating Village Hall news?)</b></p> <p>No.</p>
11.	<p><b>Does the Village Hall have any policies, processes or procedures to check the accuracy of personal data?</b></p>

	No, data is checked upon receipt and the Village Hall is reliant on data subjects to provide updated information.
12.	<p><b>In the event of a data security breach occurring, does the Village Hall have in place processes or procedures to be followed?</b></p> <p>Yes, a written Data Breach Policy.</p>
13.	<p><b>a) If someone asks for a copy of personal data that the Village Hall holds about them, i.e. they make a 'subject access request', is there a procedure for handling such a request?</b></p> <p>Yes</p> <p><b>b) Is this procedure contained in a written document?</b></p> <p>Yes</p>
14.	<p><b>Does the Village Hall have an internal record of the consents which the Village Hall has relied upon for processing activities?</b></p> <p>Yes</p>
15.	<p><b>Are cookies used on the Parish Council website?</b></p> <p>Yes. The website is providing a cookies statement.</p>
16.	<p><b>Does the Parish Council have a website privacy notice and general privacy notice?</b></p> <p>Yes</p>
17.	<p><b>What data protection training do staff and Councillors receive?</b></p> <p>Clerk has attended training and appraising other staff and Councillors. Some Councillors have had access to training through other means (e.g. employment, other elected bodies). Councillors to read all the Village Hall's policies</p>
18.	<p><b>Does anyone in the Village Hall have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date?</b></p> <p>The Clerk has overall responsibility for data on behalf of the Village Hall, however there is no regular review process in place. Reliance is on data subjects to inform the Village Hall of any updates.</p>
19.	<p><b>a) What does the Village Hall do about archiving, retention or deletion of personal data?</b></p> <p>This is done in accordance with the Village Hall's retention policy.</p> <p><b>b) Who authorises destruction and archiving?</b></p> <p>The Clerk</p>

<b>Monitoring</b>	
<b>20.</b>	<p><b>a)</b> Please identify any monitoring of the following systems that takes place. 'Monitoring' includes all monitoring of systems including intercepting, blocking, recording or otherwise accessing systems whether on a full-time or occasional basis. The systems are:</p> <ul style="list-style-type: none"> <li>(i) computer networks and connections – No.</li> <li>(ii) remote access systems – Only Clerk has access</li> <li>(iii) email– No.</li> <li>(iv) telephones, voicemail, mobile phone records – No.</li> </ul> <p><b>b)</b> Does the Village Hall have notices, policies or procedures relevant to this monitoring?</p> <p>N/A</p>

## **Corfe Mullen Village Hall Registered Charity No. 286509**

### **Data Protection Policy**

Corfe Mullen Village Hall recognises its responsibility to comply with the General Data Protection Regulations 2018 (GDPR) which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

### **General Data protection Regulations 2018 (GDPR)**

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. The Village Hall has also notified the Information Commissioner that it holds personal data about individuals.

The Village Hall is managed by Corfe Mullen Parish Council as sole managing trustee. When dealing with personal data, Village Hall, Parish Council staff and Parish Council elected members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**  
This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**  
This means that data is collected for specific, explicit and legitimate purposes only.
- **Data is relevant to what it is needed for**  
Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date and is not kept longer than it is needed**  
Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals**  
Individuals must be informed, upon request, of all the personal information held about them
- **Data is kept securely**  
There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

### **Storing and accessing data**

Corfe Mullen Village Hall recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

The Village Hall may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Parish Council offices and are not available for public access. All data stored on the Parish Council office computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of the Village Hall's document retention policy, it will be shredded or securely deleted from the computer.

The Village Hall is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy, email or social media). If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period the Village Hall tend to process it for
- Anyone who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, The Village Hall must not disclose the personal information of the other individual. That individual's personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

Please see the **Subject Access Request Procedure** for more details.

### **Confidentiality**

Village Hall and Parish Council staff, and Parish Council elected members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

## **Data Breach Policy**

The General Data Protection Regulations (GDPR) define a personal data breach as a “breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”.

Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

Corfe Mullen Village Hall takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets.

### **Consequences of a personal data breach**

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore a breach, depending on the circumstances of the breach can have a range of effects on individuals.

### **Corfe Mullen Village Hall's duty to report a breach**

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and the Information Commissioner's Office (ICO) without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The sole managing trustee of the Charity is Corfe Mullen Parish Council; therefore this reporting will be normally done by the Parish Clerk.

If the ICO is not informed within 72 hours, the Parish Clerk, on behalf of the Village Hall, must give reasons for the delay when the breach is eventually reported.

When notifying the ICO of a breach, the Village Hall must:

- i. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned;
- ii. Communicate the name and contact details of the Village Hall (normally the Parish Clerk);
- iii. Describe the likely consequences of the breach
- iv. Describe the measures taken or proposed to be taken to address the personal data breach include measures to mitigate its possible adverse effects.

When notifying the individual affected by the breach, the Village Hall must provide the individual with the details ii – iv above.

The Village Hall does not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measure to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or;
- It would involve a disproportionate effort

However, the ICO must still be informed even if the above measures are in place.

### **Data processor's duty to inform the Village Hall**

If a data processor (e.g. payroll provider) becomes aware of a personal data breach, it must notify the Village Hall without undue delay. It is then the Village Hall's responsibility to inform the ICO.

### **Records of data breaches**

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data

### **Record of Data Breach**

<b>Date of Breach</b>	<b>Type of breach</b>	<b>Number of individuals affected</b>	<b>Date reported to ICO/individual</b>	<b>Actions to prevent breach recurring</b>

To report a data breach use the ICO online system:

<https://ico.org.uk/for-organisations/report-a-breach/>

## **Corfe Mullen Village Hall Registered Charity No. 286509**

### **Subject Access Request Procedure**

Corfe Mullen Village Hall shall complete the following steps when processing a request for personal data (Subject Access Request or SAR).

1. Ascertain whether the requester has a right to access the information and in what capacity.
2. Obtain proof of identity (once this step has been completed the clock can start).
3. Engage with the requester if the request is too broad or needs clarifying.
4. Make a judgement on whether the request is complex and therefore should be extended to a two-month response time.
5. Acknowledge the requester providing them with:
  - a) the response time - one month (as standard), two months if complex;
  - b) details of any costs - nil for standard requests, or, if the request is manifestly unfounded or excessive, or further copies of the same information is required, a fee can be charged which is in line with the administrative cost.
6. Use its Audit of Processing Activities to identify data sources and where they are held.
7. Collect the data.
8. If (6) identifies third parties who process it, then engage with them to release the data to Corfe Mullen Village Hall.
9. Review the identified data for exemptions and redactions in line with the ICO's Code of Practice on Subject Access.
10. Create the final bundle and check to ensure all redactions have been applied.
11. Submit the final bundle to the requester in a secure manner, and in the format which they have requested.

## **Corfe Mullen Village Hall Registered Charity No. 286509**

### **General Data Protection Regulations 2018 (GDPR) Privacy Notice**

Corfe Mullen Village Hall takes your privacy and the protection of personal data it collects about you very seriously. Your personal data is information that tells the Village Hall something from which you can be identified. This privacy notice explains how the Village Hall collects and uses your personal data.

#### **How does the Village Hall collect your personal data?**

The Village Hall collects your personal data whenever you access or sign up to any of the Village Hall's services, request information, make a complaint, apply for a job or participate in activities provided by the Village Hall. The personal data collected may include your name, e-mail address, home or work address, telephone or mobile number, date of birth or bank account details.

#### **Who provides the Village Hall with your personal data?**

Generally, you will be the person who provides the Village Hall with your personal data. The Village Hall may however collect personal data about you from other people such as: complainants, other hirers, or other persons.

#### **How does the Village Hall use your personal data?**

The Village Hall uses your personal data mainly to perform a task carried out in connection with your use of Village Hall services, or if you make an enquiry or complaint, apply for a job, etc. The Village Hall may use your personal data to fulfil any contractual obligations. This may include, but is not limited to, refund of a damage deposit, refund on a cancelled booking, return lost property, correspondence in connection with your booking, or to seek financial redress for damage caused over and above that covered by your damage deposit. The Village Hall can also use your personal data to provide you with something that you have asked the Village Hall to do before entering into a contract with you.

#### **When does the Village Hall need your consent to use your personal data?**

Where the Village Hall wishes to use your personal data for purposes that are not connected with the above, the Village Hall may rely on your consent to collect and use your personal data. This could be when the Village Hall would like to use your information in a way which is unexpected or different to the original purpose, e.g. notification of the Annual General Meeting, or to publicise/market new facilities.

Where the Village Hall requires your consent, it will give you a genuine choice whether or not you should give your express consent and will not rely upon your silence as you giving consent. The Village Hall will also tell you at the time you give your consent, how you can withdraw your consent at any time and will make it easy for you to do so.

#### **Who will the Village Hall share your personal data with?**

The Village Hall may share your personal data where it is under a legal obligation to do so; where the aim is the detection and prevention of crime/fraudulent activity; or if there are serious risks to the public, Village Hall staff, a child or adults who are thought to be at risk, for example if they are frail, confused or cannot understand what is happening to them.

The Village Hall will not sell your personal data to any other organisation for the purposes of direct marketing.

### **How long will the Village Hall hold your personal data?**

The Village Hall will not use or continue to hold your personal data for any longer than is necessary to perform its contractual obligations owed to you unless the Village Hall has a legitimate reason such as complying with a legal obligation for doing so. The Village Hall has a Retention Policy.

### **What rights do you have in respect of the personal data held by the Village Hall?**

The GDPR gives you a number of rights. For further information please see:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

### **What to do if you have any concerns or queries**

The Village Hall is managed by Corfe Mullen Parish Council as sole managing trustee of the Charity. If you believe that the personal data that the Village Hall holds about you may be wrong or inaccurate or that the Village Hall has misused your personal data, you should contact the Parish Clerk. You also have the right to make a complaint to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact details Data Controller: Corfe Mullen Village Hall, Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA.

Parish Clerk: Mrs Katrina M Blee. Email: [katrinablee@corfemullen-pc.gov.uk](mailto:katrinablee@corfemullen-pc.gov.uk)

## **Records Retention Policy**

Corfe Mullen Village Hall recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

### **Scope**

This policy applies to all records created, received or maintained by Corfe Mullen Village Hall in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried by the Village Hall and which are thereafter retained (for a set period) to provide evidence of its transactions or activities.

Records may be created, received or maintained in hard copy or electronically. From 2018, records are kept electronically apart from original signed minutes which are held in hard copy and titles, leases and licences which are held both electronically and in hard copy.

A small percentage of the Village Hall's records may be selected for permanent preservation at the Dorset History Centre for historical research. In addition, original signed minutes and other documents kept indefinitely may be periodically transferred to the Dorset History Centre.

### **Responsibilities**

Corfe Mullen Village Hall has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. Corfe Mullen Parish Council is the sole managing trustee of the Charity and the person with overall responsibility for this policy is the Parish Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Village Hall's records management guidelines.

## Retention Schedule

The following schedule outlines the minimum retention periods for Corfe Mullen Village Hall's records. Records should not be kept for more than the minimum retention period in most cases.

Document	Minimum Retention Period	Reason
<b>Employment</b>		
Payroll – general	12 years	HMRC Superannuation
Staff employment contracts	6 years after ceasing employment	Management
Staff files, including application forms, references, disciplinary, grievance, appraisals etc.	6 years after ceasing employment	Management
Unsuccessful application forms	6 months	Management
<b>Finance</b>		
Accounting Records (receipt & payment vouchers/paid vouchers, petty cash books and vouchers.	6 years	Management
Audited Accounts	Indefinite	Archive Management
Bank paying-in books and cheque stubs	Last complete audit year	Audit
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Budget	Permanent	Archive Management
Loan records	6 years after the loan has been repaid	Limitation Act 1980 (as amended) Management
Long term investments	Indefinite	Audit Management
Quotations and tenders (successful)	6 years after contract terms have expired (12 years for contracts under seal)	Limitation Act 1980 (as amended)

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
<b>Finance (continued)</b>		
Quotations and tenders (unsuccessful)	1 year after start of contract	Management
Scales of fees and charges, brochure	6 years	Management
<b>General Administration</b>		
Charity Commission correspondence	Indefinite	Archive Management
Conditions of hire (current)	While current	Management
Conditions of hire (superseded)	6 years after being superseded	Limitation Act 1980 (as amended)
Electronic lettings diary (Avalon)	2 years	Management
Hire applications, signed booking confirmations, correspondence with hirers	6 years	Limitation Act 1980 (as amended)
Weekly programmes	Last complete audit year	Audit Management
Maps and Plans - property and land	Indefinite	Archive Management
Records of complaints	2 years after matter is closed	Management
Routine correspondence, general enquiries (hard copy or email)	1 year after matter is closed	Management
Policy and procedure documents (all current)	While current	Management
Policy and procedure documents (superseded)	6 years after being superseded	Limitation Act 1980 (as amended)
Press releases	Indefinite	Archive
<b>Grants</b>		
Grant applications and related correspondence	6 years after end of grant period	Limitation Act 1980 (as amended)

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
<b>Health &amp; Safety</b>		
Accident books, records and reports	3 years	Limitation Act 1980 (as amended)
All other Health & Safety Records	5 years	Management
<b>Insurance</b>		
Insurance policy documents	While valid	Management
Insurance policy/claims details – previous	Indefinite (as a summary schedule)	Management (potential claims)
Employer's Liability Insurance	40 years	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753). Management
<b>Legal</b>		
Title deeds and leases	Indefinite	Audit Management
Contracts	6 years after the end of the contract	Limitation Act 1980 (as amended)
Correspondence with landlords	6 years after the end of the lease or contract	Audit Management
Schedule of assets	Indefinite	Audit Management
<b>Meetings</b>		
Original signed minutes – hard copies kept	Indefinite. Periodic transfer to Dorset History Centre when space dictates	Archive
Minute-taking notes	Until minutes approved	Management
Meeting recordings for the purpose of minute writing	Until minutes approved	Management
Agendas and associated reports	Indefinite	Archive Management