**Report to the Governance Committee April 2019**

The impact of the Data Protection, Retention of Documents and Records Management policies, on staff and Councillors of Baildon Town Council.

**Background**

The review of current policies relating to information management and the creation of the Data Protection Policy, has created a need for further training for staff and Councillors. The introduction of new legislation requires the Council to address how it holds data (both hard copy and electronically) relating to individuals and how it is disposed of.

**Document retention**

All documents relating to individuals which can identify them, should be held securely. This includes personal records, information relating to previous staff, recruitment of staff and the personal information of the Baildon Horticultural Society’s members. The fire cupboard we have in the office is a suitable place to hold paper records, and all the council laptops are encrypted with password protection, which is also acceptable.

**Disposal of documents**

All confidential documents and those relating to identified individuals should be disposed of securely. The General Data Protection Regulation, and our current drafted policies, state that secure disposal should be undertaken using a specialist waste removal contractor. There are two registered companies in the area, who are suitable to used by the Council for disposal of paper documents;

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| **Name** | Waste Chasers (not for profit) | Go Shred (family business) |
| **Location** | Dockfield Road Shipley | Huddersfield |
| **Certificates held** | Env Agency Carrier GM3283GU | Env Agency Carrier Du140475ICO ZA032492 |
| **Services** | Confidential shredding, archive clear outs, data destruction. | Confidential shredding, archive clear outs, data destruction. |
| **Collection / Drop off** | Collection charge £21.60 free to drop off | Collection only |
| **Sack size** | 15 kilos | Not stated |
| **Further information** | 1. Sacks are dropped off
2. Call or email for collection or drop off
3. Certificate of destruction with your invoice.
 | The mini shred package allows 5 sacks or archive boxes to be collected. A waste transfer note and certificate of destruction are issued.  |
| **Cost** | £6 per sack including VAT | £33.60 for 5 sacks (£6.72 per sack) |

**Training of staff and Councillors**

To ensure that our Council has a clear understanding of GDPR regulations, I have commissioned BDMC Design and Print, to update their GDPR booklet they released to Bradford Council staff last year. This is a minimal cost of £150 (cost of £12.50 per Council user) and provides us with an electronic version of the booklet which can now be used by all current and future staff and councillors. We can print this out via the office photocopier or send via email. This covers all subjects re GDPR and the impact on the Council. There are also a number of training clips which can be watched on YouTube of varying lengths, however the following; Data Protection Act Training video by ICO ‘The Lights are on’ is a 20 minute video.

<https://www.youtube.com/watch?v=7w9MQzwN4bQ>

I would expect all staff and councillors to read the booklet and watch at least one online video relating to GDPR to increase their understanding and awareness.

**Archived documents**

I would recommend that 2 - 3 working days are allowed for the Clerk and Admin Assistant, to go through the archived records currently held within the office, to ensure that all personal records are held securely. I would also suggest a spreadsheet is created to show what records are held and when they can be destroyed. This would ensure compliance with our policy and legislation. As we have sufficient storage space at present, I do not believe there is any need to send any documents through to the West Yorkshire Archives.

**Recommendations to the Governance Committee**

1. All staff and Councillors are supplied with and read the GDPR guidance commissioned and watch the ICO recommended video.
2. The Council enters into a contract with Waste Chasers. This enables us to dispose of securely and lawfully, all office generated confidential paper waste using a local company, with low CO2 mileage impact, and due to the small amount of confidential waste we currently generate, at a very low cost to the council.
3. To be completed by September 2019, a review of all confidential records stored in our archive, and that those which meet the criteria are recorded and disposed of securely and lawfully. All other records are clearly labelled and catalogued.

**Louanna Winch Town Clerk**

**April 2019**