

Department	Activity	Description of records	Legislation/Regulations	Retention	Potentially contains SC	Responsible for deletion
ALL	Email	Deleted Folder on Outlook on all trowbridge.gov.uk addresses	Legitimate interests	Once staff logs out - one working day *starts September 2020	Yes	Automatic
ALL	Email	Sent Folder on Outlook on all trowbridge.gov.uk addresses	Legitimate interests	12 months from date of sent *starts September 2020	Yes	Automatic
ALL	Email	Folders on Outlook on all trowbridge.gov.uk addresses	Legitimate interests	12 months from date of sent *starts September 2020	Yes	Automatic
ALL	Email	Inbox Folder on Outlook on all trowbridge.gov.uk addresses	Legitimate interests	12 months from date of sent *starts September 2020	Yes	Automatic
COUNCIL	Member Administration	Register of Members addresses	Legitimate interests	Date of next election	No	Manual - Council Secretary
COUNCIL	Member Administration	Record of meeting attendance	Local Government Act 1972, s(40)	Date of next election	No	Manual - Council Secretary
COUNCIL	Register of Interests	Register of interest, gifts, hospitality and third party transactions	Localism Act 2011 s.29	Date of next election	No	Manual - Council Secretary
COUNCIL	Code of Conduct	Records relating to Members code of conduct	Localism Act 2011 s.28	Date of next election	Yes	Manual - Council Secretary
COUNCIL	Training	Records relating to Councillor training	Legitimate interests	Date of next election	Yes	Manual - Council Secretary
COUNCIL	Constitution	Council Standing Orders (Policies and Procedures)	Legitimate interests	Until superseded	No	Manual - Council Secretary
COUNCIL	Meetings	Meeting schedule	Legitimate interests	1 year	No	Manual - Council Secretary
COUNCIL	Meetings	Reports and Minutes for full council and Committee meetings along with supporting papers	ESD Local Government Record retention	6 years with TTC then Permanent Preservation	No	Manual - Council Secretary
COUNCIL	Meetings	Agendas and reports for working groups	ESD Local Government Record retention	6 years	No	Manual - Council Secretary
COUNCIL	Meetings	Draft Minutes	Legitimate interests	Until signed	No	Manual - Council Secretary
COUNCIL	Meetings	Minute taker notes	Legitimate interests	Until transcribed	No	Manual - Council Secretary
COUNCIL	Correspondence	Messages/ Whatsapp Groups	Legitimate interests	One month	No	Manual - Town Clerk
ACTIVE	Booking	Sports Roadshows/Parties	Legitimate interests	2 years from Event delivery	Yes	Manual - Administrator
ACTIVE	Booking	Club Spark	Legitimate interests	2 years from Event delivery	Yes	Manual - Administrator
ACTIVE	Attendance	Registers	Keeping children safe in education2018	25 Years	Yes	Manual - Head of Service
ACTIVE	Incident Forms	Safeguarding	Keeping children safe in education2019	25 Years	Yes	Manual - Head of Service
ACTIVE	Schools	School Grading	Legitimate interests	Each School Year	Yes	Manual - Administrator
ACTIVE	Booking	Mini Bus Bookings	Legitimate interests	2 Years from booking	Yes	Manual - Administrator
ACTIVE	Schools	School Booking Forms	Legitimate interests	Each School Year	Yes	Manual - Commercial Officer
ACTIVE	Face Book /Twitter	Messages	Legitimate interests	Monthly	Yes	Manual - Administrator
ACTIVE	Grants	Administration	Legitimate interests	As long as grant condition is	Yes	Manual - Head of Service
ACTIVE	Messaging	Whatsapp - Staff group	Legitimate interests	Monthly	No	Manual - Head of Service
ACTIVE	Events	Booking forms	Legitimate interests	2 years from event date	Yes	Manual - Administrator
ACTIVE	Events	Promotion	Legitimate interests	2 years from event date	Yes	Manual - Administrator
ACTIVE	Events	Correspondence with third parties and venues	Legitimate interests	2 years from event date	Yes	Manual - Administrator
ACTIVE	Events	Copies of third part Public Liability	Legitimate interests	2 years from event date	Yes	Manual - Administrator
ACTIVE	Events	Guest lists and invitations	Legitimate interests	2 years from event date	Yes	Manual - Administrator
ACTIVE	Event Planning and Delivery	Planning documentation	Legitimate interests	2 years from event date	Yes	Manual - Administrator
ACTIVE	Event Planning and Delivery	Risk Assessment	Legitimate interests	2 years from event date	Yes	Manual - Administrator
ACTIVE	Event Planning and Delivery	Programme	Legitimate interests	2 years from event date	Yes	Manual - Administrator
ACTIVE	Event Planning and Delivery	Third Party Risk Assessment	Legitimate interests	2 years from event date	Yes	Manual - Administrator
ACTIVE	Event Planning and Delivery	Service Level Agreement	Legitimate interests	2 years from event date	Yes	Manual - Administrator
ACTIVE	Event Planning and Delivery	Business / resident info letter	Legitimate interests	2 years from event date	Yes	Manual - Administrator
ACTIVE	Event Planning and Delivery	Copies of third part Public Liability Insurance (PLI)	Legitimate interests	2 years from event date	Yes	Manual - Administrator
ACTIVE	Event Planning and Delivery	Invitations	Legitimate interests	2 years from event date	Yes	Manual - Administrator
ACTIVE	Event Planning and Delivery	Booking forms	Legitimate interests	2 years from event date	Yes	Manual - Administrator
ACTIVE	Publication	Newsletters	Legitimate interests	Permanent: Preservation	Yes	Manual - Administrator
ACTIVE	Publication	Local PR	Legitimate interests	Permanent: Preservation	No	Manual - Administrator
ACTIVE	Publication	Leaflets, flyers & posters	Legitimate interests	Permanent: Preservation	No	Manual - Administrator
ACTIVE	Social Media	Twitter Feeds	Legitimate interests	Permanent: Preservation	No	Manual - Administrator
ACTIVE	Social Media	Facebook Posts	Legitimate interests	Permanent: Preservation	Yes	Manual - Administrator
ACTIVE	Casual Employee Information	Contact details	Legitimate interests	6 years from leave date	Yes	Manual - Administrator
CIVIC	Booking	Event - Website	Legitimate interests	12 month from date of event	YES	Manual - Civic Manager
CIVIC	Booking	Rendezvous Booking System	Legitimate interests	3 years	YES	Manual - Civic Assistant Manager
CIVIC	Casual Employee Information	Contact details	Legitimate interests	6 months after last shift	NO	Manual - Civic Manager
CIVIC	Marketing	Mailchimp	Legitimate interests	N/A	NO	Subject unsubscribes
CIVIC	Event Planning and Delivery	Planning documentation	Legitimate interests	3 years	YES	Manual - Civic Supervisors
CIVIC	Event Planning and Delivery	Booking forms	Legitimate interests	12 months	YES	Manual - Bookings Officer
CIVIC	Event Planning and Delivery	Guest lists & guest information	Legitimate interests	3 years	YES	Manual - Civic Supervisors
CIVIC	Publication	Leaflets, flyers & posters	Legitimate interests	Permanent: Preservation	NO	Manual - Civic Supervisors
CIVIC	Social Media	Twitter Feeds	Legitimate interests	Permanent: Preservation	YES	Manual - Civic Supervisors
CIVIC	Social Media	Facebook Posts	Legitimate interests	Permanent: Preservation	YES	Manual - Civic Supervisors
CIVIC	Social Media	Instagram	Legitimate interests	Permanent: Preservation	YES	Manual - Civic Supervisors
CIVIC	Correspondence	Voice Messages	Legitimate interests	1 working day	YES	Manual - Civic Supervisors
CIVIC	Booking Process	PayPal	Legitimate interests	7 years	YES	Automatic - PayPal
FACILITIES	Video/graphy/images	CCTV PSS - Public Space Security	CCTV Code of Practice	31 days or 3 years if requested by police	Yes	Automatic
FACILITIES	Legal and contracts	Buildings (projects) Doric etc...	Building Regs / RIBA	Deed of Contract	No	Manual - Facilities Manager
FACILITIES	Personnel Administration	Access Badge software	Legitimate interests	When employment contract ends	No	Manual - Facilities Manager
FACILITIES	Video/graphy/images	CCTV TTC Venues	CCTV Code of Practice	31 days or 3 years if requested by police	Yes	Automatic
FACILITIES	Legal and Contracts	Tendering	Public Contract Act 2015	Length of awarded contract	No	Manual - Facilities Manager
FACILITIES	Licences	Asset Licences	Legitimate interests	Length of Licence	No	Manual - Facilities Manager
FACILITIES	Asset Valuation	Asset Register	Legitimate interests	Permanent: Preservation	No	Manual - Facilities Manager
FACILITIES	IT Security	Breach Log	Legitimate interests	5 years	No	Manual - Facilities Manager
FACILITIES	Planning and incident recording	Business continuity plans	Legitimate interests	Permanent: Preservation	No	Facilities Manager
FACILITIES	Incident Reporting	Incident Log	Health & Safety at Work Act 2003 / COSHH	30 years	Yes	Manual - Facilities Manager
FACILITIES	Planning and incident recording	Incident Records	Health & Safety at Work Act 2003 / COSHH	* Injury incidents relating to children under 18 years of age: they have 3 years after they reach the age of 18 in which they may bring a claim, so worst case scenario is 21 years (i.e. if they are under 1 at the time of the incident). * Injury incidents relating to adults 18 years or over: retain records for 3 years * Property damage incidents: retain records for 6 years * Claims under sealed contract (this may not be all that relevant to you): retain records for 12 years	Yes	Manual - Facilities Manager
FACILITIES	Disposal Records	ICT asset disposal records	Legitimate interests	Period of lease on equipment	Yes	Manual - Facilities Manager
FACILITIES	Disposal Records (ICT Data)	Storage Back up	Common Practice	21 days + 7 days recovery	Yes	Automatic
FACILITIES	Disposal Records (Shred-it)	Shredding	GDPR May 2018	4 weeks	Yes	Automatic
FACILITIES	Events	Booking forms	Legitimate interests	2 years	Yes	Manual - Event Support Officer
FACILITIES	Events	Promotion	Legitimate interests	2 years	No	Manual - Event Support Officer
FACILITIES	Events	Correspondence with third parties and venues	Legitimate interests	2 years	Yes	Manual - Event Support Officer
FACILITIES	Events	Copies of third part Public Liability	Legitimate interests	2 years	No	Manual - Event Support Officer

FACILITIES	Event Planning and Delivery	Planning documentation	Legitimate interests	2 years	No	Manual - Event Support Officer
FACILITIES	Event Planning and Delivery	Risk Assessment	Legitimate interests	2 years	No	Manual - Event Support Officer
FACILITIES	Event Planning and Delivery	Third Party Risk Assessment	Legitimate interests	2 years	No	Manual - Event Support Officer
FACILITIES	Event Planning and Delivery	Business / resident info letter	Legitimate interests	2 years	No	Manual - Event Support Officer
FACILITIES	Event Planning and Delivery	Copies of third part Public Liability Insurance (PLI)	Legitimate interests	2 years	No	Manual - Event Support Officer
FACILITIES	Records of Contracts and Tenders	Quotes	Public Contract Act 2015	Length of Awarded contract	No	Manual - Facilities Manager
FACILITIES	Records of Contracts and Tenders	Invitation to Tender (ITT)	Public Contract Act 2015	Length of Awarded contract	No	Manual - Facilities Manager
FACILITIES	Records of Contracts and Tenders	Unsuccessful tenders	Public Contract Act 2015	Length of Awarded contract	No	Manual - Facilities Manager
FACILITIES	Records of Contracts and Tenders	Successful tenders	Public Contract Act 2015	Length of Awarded contract	No	Manual - Facilities Manager
FACILITIES	Records of Contracts and Tenders	Signed Contracts	Public Contract Act 2015	Length of Awarded contract	No	Manual - Facilities Manager
FACILITIES	Records of Contracts and Tenders	Contract / tender register	Legitimate interests	Permanent Preservation	No	Manual - Facilities Manager
FACILITIES	Insurance Policies	Employer's Liability and Public Liability Insurance Policies	he Employer's Liability (Compulsor Insurance) Regulations 1998	7 Years	No	Manual - Facilities Manager
FACILITIES	Insurance Policies	Claims made against Council insurance policies - personal injury	Legitimate interests	<ul style="list-style-type: none"> • Injury incidents relating to children under 18 years of age: they have 3 years after they reach the age of 18 in which they may bring a claim, so worst case scenario is 21 years (i.e. if they are under 1 at the time of the incident). • Injury incidents relating to adults 18 years or over: retain records for 3 years • Property damage incidents: retain records for 6 years • Claims under sealed contract (this may not be all that relevant to you): retain records for 12 years 	Yes	Manual - Facilities Manager
FACILITIES	General Properties	Deeds of title	Legitimate interests	Permanent Preservation	No	
FACILITIES	General Properties	Searches and Surveys	Legitimate interests	Permanent Preservation	No	Manual - Facilities Manager
FACILITIES	General Properties	Lease	Legitimate interests	Permanent Preservation	No	Manual - Facilities Manager
FACILITIES	Service Level Agreements	Signed SLAs	Local Audit and Accountability Act 2014	Length of SLA	No	Manual - Facilities Manager
FACILITIES	Correspondence	Whatsapp/messaging	Legitimate Interests	One month	No	Manual - Facilities Manager
FACILITIES	First Aid Training	Trainee personal details and exam paper / results	** Confirming with training organisation **	7 years	No	Manual - Event Support Officer
FINANCE	Accounting - budget	Approved Budgets	HMRC-Compliance Handbook Manual CHI5400	7 years	No	Manual - Accounting Officer
FINANCE	Accounting - Budget	Budget Monitoring	HMRC-Compliance Handbook Manual CHI5400	7 years	No	Manual - Accounting Officer
FINANCE	Accounting - Budget	Cashbook and account book reconciliations	HMRC-Compliance Handbook Manual CHI5400	7 years	No	Manual - Finance Officer
FINANCE	Accounting - Banking	Bank Statements	HMRC-Compliance Handbook Manual CHI5400	7 years	Yes	Manual - Finance Officer
FINANCE	Accounting - Banking	Cheque stubs	HMRC-Compliance Handbook Manual CHI5400	7 years	Yes	Manual - Finance Officer
FINANCE	Investment Management	Investment records	Legitimate interests (Audit)	Permanent Preservation	No	Manual - Finance Officer
FINANCE	Annual Accounts	Annual accounts and closure records	Legitimate interests (Audit)	Permanent Preservation	No	Manual - Finance Officer
FINANCE	VAT	VAT records	HMRC-Compliance Handbook Manual CHI5400	7 years	No	Manual - Finance Officer
FINANCE	Expenditure	Paid invoices	HMRC-Compliance Handbook Manual CHI5400	7 years	Yes	Manual - Finance Officer
FINANCE	Income	Paying in Books	HMRC-Compliance Handbook Manual CHI5400	7 years	Yes	Manual - Finance Officer
FINANCE	Income	Cash receipt book	HMRC-Compliance Handbook Manual CHI5400	7 years	No	Manual - Finance Officer
HUMAN RESOURCES/FINANCE	Payroll	Payroll Records	HMRC-Compliance Handbook Manual CHI5400	6 years from leave date	Yes	Manual - Finance Officer
HUMAN RESOURCES/FINANCE	Payroll	Payroll forms	HMRC-Compliance Handbook Manual CHI5400	6 years from leave date	Yes	Manual - Finance Officer
HUMAN RESOURCES/FINANCE	Pensions	Staff pension contributions records	The Retirement Benefits Schemes (Information Powers) Reg. 1995 s.15	7 years	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Staff Administration - Absence	Annual Leave Records	Limitation Act: 1980 s.5	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Staff Administration - Absence	Unpaid Leave	Limitation Act: 1980 s.5	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Staff Administration - Absence	Parental Leave	Limitation Act: 1980 s.5	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Staff Administration - Absence	Maternity/paternity Leave	The Statutory Maternity Pay (General) Reg. 1986 s.26	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Staff Administration - Absence	Sickness Record	Limitation Act: 1980 s.5	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Staff Administration - Absence	Medical certificates	Limitation Act: 1980 s.5	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Disciplinary Matters	Written warning	Legitimate interests	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Disciplinary Matters	Disciplinary records	Limitation Act: 1980 s.5	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Occupational Health	Work place assessment records	Limitation Act: 1980 s.5	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Occupational Health	Health and Safety training records	Limitation Act: 1980 s.5	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Employee Information	Records relating to employment history	Limitation Act: 1980 s.5	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Employee Information	References received	Limitation Act: 1980 s.5	6 years from leave date	No	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Employee Information	Applications for successful candidates	Limitation Act: 1980 s.5	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Employee Information	Applications for unsuccessful candidates	ICO Employment Practises Code para. 17	6 months after successful candidate start date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Employee Information	Interview notes	Limitation Act: 1980 s.5	6 years from leave date	No	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Employee Information	Next of kin information	Legitimate interests	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Employee Information	Time Sheets	The Working Time Regulations 1998 Part II	6 years	No	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Employee Information	Induction records	Limitation Act: 1980 s.5	6 years	No	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Employee Information	Appraisal documentation inc. porbationary interviews, promotions and demotions	Limitation Act: 1980 s.5	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Employee Information	Employment Contracts	Limitation Act: 1980 s.5	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Employee Information	Copies of identification documents	Immigration (Restrictions on Employment) Order: 200, s.6	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Employee Information	Job Descriptions	Legitimate Interests	6 years	No	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Employee Information	Records concerning a temporary worker	Limitation Act: 1980 s.5	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Employee Information	Redundancy records	Limitation Act: 1980 s.5	6 years from leave date	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Training	Training Records	Limitation Act: 1980 s.5	6 years	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Training	Training certificates	Limitation Act: 1980 s.5	6 years	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Health and Safety	Accident reports	The reporting of injuries, diseases and dangerous occurrences reg 1995	5 years	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Employee Information	Right to work checks	Immigration, Asylum and Nationality Act 2006, s.15 - 25	6 years	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Employee Information	Salary information	Equality Act 2010	6 years	Yes	Manual - Finance Officer
HUMAN RESOURCES/FINANCE	Transparency	Council Expenditure	Local Government Transparency Code 2015	7 years	No	Manual - Finance Officer
HUMAN RESOURCES/FINANCE	Transparency	Grants Approved	Local Government Transparency Code 2015	7 years	Yes	Manual - Finance Assistant
HUMAN RESOURCES/FINANCE	Transparency	Fraud Reporting	Local Government Transparency Code 2015	7 years	Yes	Manual - Finance Assistant
HUMAN RESOURCES/FINANCE	Transparency	Procurement	Local Government Transparency Code 2015	7 years	Yes	Manual - Finance Assistant
FINANCE	Internal Audit	Audit Report	Local Audit and Accountability Act 2014	7 years	No	Manual - Accounting Officer
FINANCE	External Audit	Audit submission	Local Audit and Accountability Act 2014	7 years	No	Manual - Accounting Officer
FINANCE	External Audit	Audit supporting documents	Local Audit and Accountability Act 2014	7 years	No	Manual - Accounting Officer
FINANCE	External Audit	Audit conclusion	Local Audit and Accountability Act 2014	7 years	No	Manual - Accounting Officer
FINANCE	External Audit	Audit certificate	Local Audit and Accountability Act 2014	7 years	No	Manual - Accounting Officer
FINANCE	Whistleblowing Records	Allegation	Public Interest	7 years	Yes	Manual - HR Department
FINANCE	Whistleblowing Records	Correspondence with Whistleblower	Public Interest	7 years	Yes	Manual - HR Department
FINANCE	Whistleblowing Records	Investigation records	Public Interest	7 years	Yes	Manual - HR Department

FINANCE	Grant Records	Policy	HMRC-Compliance Handbook Manual CHI5400	1 Year	No	Manual - Council Secretary
FINANCE	Grant Records	Small Grant applications	HMRC-Compliance Handbook Manual CHI5400	7 years	Yes	Manual - Finance Assistant
FINANCE	Grant Records	Large Grant applications	HMRC-Compliance Handbook Manual CHI5400	7 years	Yes	Manual - Finance Assistant
FINANCE	Grant Records	Application summary	HMRC-Compliance Handbook Manual CHI5400	7 years	Yes	Manual - Finance Assistant
FINANCE	Grant Records	Grant offer letter	HMRC-Compliance Handbook Manual CHI5400	1 year	No	Manual - Finance Assistant
FINANCE	Grant Records	Grant rejection letter	HMRC-Compliance Handbook Manual CHI5400	1 year	No	Manual - Finance Assistant
FINANCE	Grant Records	Grant committed log	HMRC-Compliance Handbook Manual CHI5400	Permanent Preservation	No	N/A
HUMAN RESOURCES/FINANCE	Volunteers	Contact Details	Legitimate interests	6 years	Yes	Manual - HR Officer
HUMAN RESOURCES/FINANCE	Correspondence	Whatsapp/messaging	Legitimate Interests	One month	No	Manual Head of Service
HUMAN RESOURCES/FINANCE	Transparency	Fraud reporting	Local government transparency code 2015	7 years	Yes	N/A
INFORMATION SERVICES	Correspondence	Messenger - Live chat website	Legitimate interests	1 working day	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Correspondence	Post - sending out	Legitimate interests	2 working days	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Correspondence	Voice Messages	Legitimate interests	1 working day	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Publication	Newsletters	Legitimate interests	Permanent Preservation	Yes	N/A
INFORMATION SERVICES	Publication	Local PR	Legitimate interests	Permanent Preservation	Yes	N/A
INFORMATION SERVICES	Publication	Leaflets, flyers & posters	Legitimate interests	Permanent Preservation	Yes	N/A
INFORMATION SERVICES	Publication	Website News Items	Legitimate interests	Permanent Preservation	Yes	N/A
INFORMATION SERVICES	Social Media	Twitter Feeds	Legitimate interests	Permanent Preservation	Yes	N/A
INFORMATION SERVICES	Social Media	Facebook Posts	Legitimate interests	Permanent Preservation	Yes	N/A
INFORMATION SERVICES	Social Media	Instagram	Legitimate interests	Permanent Preservation	Yes	N/A
INFORMATION SERVICES	Booking	Ticket Sells	Legitimate interests	One month after invoicing	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Booking	National Express	Legitimate interests	One month after invoicing	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Booking	Chandlers	Legitimate interests	One month after invoicing	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Marketing	Mailchimp	Legitimate interests	Permanent Preservation	No	Subject unsubscribes
INFORMATION SERVICES	Marketing	Slip sign up	Legitimate interests	Permanent Preservation	No	Manual - Customer Service Team
INFORMATION SERVICES	Building Safety	Visitor access	Legitimate interests	One working day	No	Manual - Customer Service Team
INFORMATION SERVICES	Visitor Information	AVP Sign In Sheets	Legitimate interests	One working day	No	Manual - Customer Service Team
INFORMATION SERVICES	Administration	Complaints - ICO/Ombudsman/Companies and or Community	Legitimate interests	Current Council term plus one year	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Social Media	Facebook/Twitter/Instagram messages	Legitimate interests	One working day	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Election	Electrol Register	Legitimate interests	One year	Yes	Manual - Customer Service Manager
INFORMATION SERVICES	Website	Event Submission Forms	Legitimate interests	One working day	No	Manual - Customer Service Team
INFORMATION SERVICES	Mayoral / Administration	Mayoral correspondence	Legitimate interests	End of post	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Mayoral / Administration	Weekly reports	Legitimate interests	End of post	No	Manual - Customer Service Team
INFORMATION SERVICES	Mayoral / Administration	Protocol	Legitimate interests	Permanent Preservation	No	Manual - Customer Service Team
INFORMATION SERVICES	Mayoral / Administration	Disabilities and allergies	Legitimate interests	End of post	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Mayoral / Engagements	Invitations	Legitimate interests	Email policy	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Mayoral / Engagements	Booking forms	Legitimate interests	End of post	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Mayoral / Engagements	Postal correspondence	Legitimate interests	One month	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Mayoral / Engagements	Civic Diary	Legitimate interests	End of post	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Civic Event	Invitations (mailchimp)	Legitimate interests	Current Mayor Term	No	Manual - Customer Service Team
INFORMATION SERVICES	Civic Event	RSVPs	Legitimate interests	1 working week	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Civic Event	Promotion	Legitimate interests	Current Mayor Term plus two years	No	Manual - Customer Service Team
INFORMATION SERVICES	Civic Event	Programme / order of service	Legitimate interests	Current Mayor Term plus two years	No	Manual - Customer Service Team
INFORMATION SERVICES	Civic Event	Correspondence with third parties and venues	Legitimate interests	Current Mayor Term plus two years	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Civic Event	Copies of third part Public Liability Insurance (PLI)	Legitimate interests	Current Mayor Term plus two years	No	Manual - Customer Service Team
INFORMATION SERVICES	Civic Event	Guest lists & guest information	Legitimate interests	Current Mayor Term plus two years	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Christmas Cards	Distribution List	Legitimate interests	Current Mayor Term plus two years	No	Manual - Customer Service Team
INFORMATION SERVICES	Civic Awards	Promotion	Legitimate interests	Permanent Preservation	No	Manual - Customer Service Team
INFORMATION SERVICES	Civic Awards	Completed nominations	Legitimate interests	Once winner is selected	Yes	Manual - Customer Service Manager
INFORMATION SERVICES	Press Correspondence	Press releases	Legitimate interests	Current Council Term + 4 years	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Press Correspondence	Press statements	Legitimate interests	Current Council Term + 4 years	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Individual Consent	Electronic	GDPR Art:15	Not more than 2 years after last contact	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Individual Consent	Physical	GDPR Art:15	Not more than 2 years after last contact	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Town Crier	Contact Details	Legitimate interests	One Council Term (4 years)	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Contact Details	Key Contacts Spreadsheets	Legitimate interests	Permanent Preservation	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Competition Details and Entries	Competition Details	Legitimate interests	Two years	No	Manual - Customer Service Team
INFORMATION SERVICES	Competition Details and Entries	Entries	Legitimate interests	End of competition	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Competition Details and Entries	Parental Consent for Publication	Legitimate interests	Permanent Preservation	Yes	Manual - Customer Service Team
INFORMATION SERVICES	Personal Data Security	Breach Records	Legitimate interests	General Data Protection Regulations art.6	Yes	Manual - Customer Service Manager
INFORMATION SERVICES	Freedom of Information	FOI requests	Freedom of Information Act 2000	2 years	Yes	Manual - Customer Service Manager
INFORMATION SERVICES	Freedom of Information	FOI responses	Freedom of Information Act 2000	Date of request plus 3 years	Yes	Manual - Customer Service Manager
INFORMATION SERVICES	Freedom of Information	FOI Records log	Freedom of Information Act 2000	Date of request plus 3 years	Yes	Manual - Customer Service Manager
INFORMATION SERVICES	Subject Access Requests	SARs	GDPR Art:15	Date of request plus 3 years	Yes	Manual - Customer Service Manager
INFORMATION SERVICES	Subject Access Requests	SAR Responses	GDPR Art:15	Date of request plus 3 years	Yes	Manual - Customer Service Manager
INFORMATION SERVICES	Data Breach	Breach Details	GDPR Art:15	Date of request plus 3 years	Yes	Manual - Customer Service Manager
INFORMATION SERVICES	Data Breach	Breach Log	GDPR Art:15	5 years	Yes	Manual - Customer Service Manager
INFORMATION SERVICES	Consultation Responses	Physical Responses	Legitimate interests	5 years	Yes	Manual - Customer Service Manager
INFORMATION SERVICES	Consultation Responses	Electronic / online responses	Legitimate interests	Until processed	Yes	Manual - Customer Service Manager
INFORMATION SERVICES	Consultation Responses	Consultation Reports	Legitimate interests	Until processed	Yes	Manual - Customer Service Manager
INFORMATION SERVICES	Consultation Surveys	Physical Surveys	Legitimate Interests	Permanent Preservation	No	N/A
INFORMATION SERVICES	Consultation Surveys	Electronic Surveys	Legitimate Interests	Until processed	Yes	Manual - Customer Service Manager
INFORMATION SERVICES	Correspondence	Whatsapp team messaging	Legitimate Interests	Until processed	Yes	Manual - Customer Service Manager
MUSEUM	Event Planning and Delivery	Planning documentation	Legitimate interests	One month	Yes	Manual - Customer Service Manager
MUSEUM	Event Planning and Delivery	Planning documentation	Legitimate interests	2 years from event date	No	Manual - Museum Manager
MUSEUM	Event Planning and Delivery	Third Party Risk Assessment	Legitimate interests	2 years from event date	No	Manual - Museum Manager
MUSEUM	Event Planning and Delivery	Service Level Agreement	Legitimate interests	2 years from event date	No	Manual - Museum Manager
MUSEUM	Event Planning and Delivery	Copies of third part Public Liability Insurance (PLI)	Legitimate interests	2 years from event date	No	Manual - Museum Manager
MUSEUM	Event Planning and Delivery	Invitations	Legitimate interests	2 years from event date	Yes	Manual - Museum Manager
MUSEUM	Event Planning and Delivery	Booking forms	Legitimate interests	2 years from event date	Yes	Manual - Museum Manager
MUSEUM	Event Planning and Delivery	Guest lists & guest information	Legitimate interests	2 years from event date	Yes	Manual - Museum Manager
MUSEUM	Personnel Administration	Volunteer information	Common practise	2 years from event date	Yes	Manual - Museum Manager
MUSEUM	Auditing	Object Information	Archival Exemption	Reviewed every 6 months	Yes	Manual - Museum Manager
MUSEUM	Marketing	Photo permissions	Legitimate interests	Kept indefinitely	No	N/A
MUSEUM	Marketing	Photo permissions	Legitimate interests	2 years	No	Manual - Museum Manager

MUSEUM	Booking	Ticket sales	Legitimate interests	One month after invoicing	No	Manual - Museum Manager
MUSEUM	Competition Details and Entries	Entries	Legitimate interests	End of competition	Yes	Manual - Museum Manager
MUSEUM	Competition Details and Entries	Parental Consent for Publication	General Data Protection Regulations art.6	Permanent Preservation	No	N/A
MUSEUM	Correspondence	Voice Messages	Legitimate interests	1 week	Yes	Manual - Museum Manager
MUSEUM	Publication	Newsletters	Legitimate interests	Permanent Preservation	No	N/A
MUSEUM	Publication	Local PR	Legitimate interests	Permanent Preservation	No	N/A
MUSEUM	Publication	Leaflets, flyers & posters	Legitimate interests	Permanent Preservation	No	N/A
MUSEUM	Publication	Website blogs	Legitimate interests	Permanent Preservation	Yes	N/A
MUSEUM	Social Media	Twitter Feeds	Legitimate interests	Permanent Preservation	Yes	N/A
MUSEUM	Social Media	Facebook Posts	Legitimate interests	Permanent Preservation	Yes	N/A
MUSEUM	Social Media	Instagram	Legitimate interests	Permanent Preservation	Yes	N/A
MUSEUM	Social Media	Instant Messages	Legitimate interests	Permanent Preservation	Yes	N/A
MUSEUM	Whatsapp	Staff messaging	Legitimate interests	Monthly	No	Manual - Museum Manager
MUSEUM	Marketing	Mailchimp	Legitimate interests	Permanent Preservation	No	Subject unsubscribes
NEIGHBOURHOOD	Personnel Administration	Probation Services	Legitimate interests	Until placement is completed	Yes	Manual - Neighbourhood Officer
NEIGHBOURHOOD	Allotments	Records relating to allotment holder	Legitimate interests	Tenure of plot	No	Manual - Neighbourhood Officer
NEIGHBOURHOOD	Allotments	Allotment Policies	Legitimate interests	Until superseded	No	Manual - Neighbourhood Officer
NEIGHBOURHOOD	Correspondence	Whatsapp/Messaging	Legitimate interests	One month	No	Manual - Head of Service