

## CHERITON BISHOP PARISH COUNCIL

### RETENTION POLICY

1. Cheriton Bishop Parish Council keeps and processes sensitive and personal information concerning employees and the public. Details of the information which is available to the public is contained in the Council's publication scheme, which is based on the statutory model publication scheme for local councils
2. Cheriton Bishop Parish Council keeps its records (electronic and hard copy) securely. Records that are no longer required are destroyed/deleted securely. Attached is a list of records held, the reason they are held and for how long
3. No document list can be exhaustive. Questions about the retention period for a specific document should be addressed to the Data Information Officer:

Diane Shepherd, Squirrel Lodge, Colebrooke EX17 5JH. Tel: 01363 85051/07903 171897

[clerk@cheritonbishop-pc.org.uk](mailto:clerk@cheritonbishop-pc.org.uk)