

# LYONSHALL PARISH COUNCIL INFORMATION POLICY

Approved by Council 18<sup>th</sup> May 2017

Minute No.

Signed Chair

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## MODULES

### **Security Statement (see below)**

The Security Statement sets out how the parish keeps its information secure.

### **ICO Data Registry Entry (attached)**

The Information Commissioner's Office Data Registry Entry sets out the purposes and type of data held.

### **Publication Scheme (attached)**

The Publication Scheme sets out access to information available to the public.

## SECURITY STATEMENT

### **Records Management**

This document gives a general overview of the handling and security of Lyonshall Parish Council records and data.

### **Physical Access**

Hard copy documents are held at the parish clerk's home in a fireproof filing cabinet. Computer data is held on the Parish Council's computer held at the clerk's home.

### **Access to Information**

Information held by the clerk is available to councillors for parish business. Information is made available to the public according to the Publication Scheme.

### **Business Continuity Plan**

Data held on computer is also stored remotely on Dropbox. In addition, it is copied to disk every 2 months with one copy held by the clerk for access in case of data loss. The other copy is held by the chairman at different premises.

### **Data Retention Policy**

Past financial records are retained for 6 years before being destroyed. Minutes are periodically transferred to the Herefordshire Archive Service. Playground safety & inspection records are retained for 21 years. Other documents are retained then archived or destroyed as appropriate.

### **Staff Training**

There are only two part-time, paid employees. The Clerk has completed CiLCA training. The Deputy Clerk is in the process of gaining the CiLCA qualification. Any new employees will be given appropriate training.

### **Detecting and Investigating Breaches of Security**

Any breaches will be investigated by the Finance and General Purposes Committee. If a member of the committee is involved then the clerk will take their place for the inquiry.