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NORTH HERTFORDSHIRE DISTRICT COUNCIL

Retention Schedule – Place Directorate

**Greenspace
Leisure Management
Waste Management**

October 2023

Document Control

Retention schedule

Organisation	North Hertfordshire District Council
Title	Retention schedule
Author	Directorate - Place
Owners	Sarah Kingsley
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Revision history

Revision date	Version	Previous version	Description of revision
October 2017	1.0		New document
October 2019 –February 2020	2.0	1.0	Annual review
September 2023	3.0	2.0	Review including updating of Logos

Document approvals

This document requires the following approvals:

Sponsor approval	Name	Date
	Sarah Kingsley	10/2023

Document distribution

Contributors: Place service areas

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Introduction

The Council's Approach to Data Management

In response to the requirements of the General Data Protection Regulations in particular

Principle (e) storage limitation: 'You must not keep personal data for longer than you need it. You need to think about and be able to justify how long you keep personal data. This will depend on your purposes for holding the data. You need a policy setting standard retention periods wherever possible, to comply with documentation requirements. You should also periodically review the data you hold, and erase or anonymise it when you no longer need the data. You can keep personal data for longer if you are only keeping it for public interest archiving, scientific or historical research or statistical purposes.

This Retention Schedule provides a generic guidance on when data should be deleted once it is no longer in use.

The Retention Schedule is regularly reviewed considering new guidance and best practice. Revisions may also be prompted by changes in legislation, formal guidance, and relevant case law.

Further information on the Data Protection Act 2018 and associated legislation, the Freedom of Information Act 2005 and Environmental Information Regulations 2004 can be found on the Information Commissioner's Office (ICO).

<https://ico.org.uk/>

The IT Department's Information Management Team has been charged with managing the Council's approach to Data Protection, Data Quality Issues, Data Sharing Agreements and Data Retention. The Information Management Team will review and manage the data retention practices within the authority and provide guidance on the legislative provisions that have a bearing on this work.

The introduction of the Data Protection Act 2018 brought about a fundamental shift in how local authorities, et al approach the acquisition, storage, use and deletion of data, particularly when it contains personal information. This change in culture, from one that resulted in the hoarding of data to one that views data as both an asset and a potential liability, continues as local authorities face competing pressures as regards their duties under Data Protection legislation and those associated with freedom of information and or Environmental Information Regulation legislation.

Responsibilities of all officers

The appropriate management of personal data is a responsibility of all employees of North Hertfordshire District Council. Accordingly, all Officers of the Customers' directorate should take reasonable steps to ensure that personal and sensitive data is managed regarding the principles of the Data Protection Act 2018 and the content of this Policy. Any breaches of this document should be reported to the Service Director, Place, and the Data Protection Officer.

Sarah Kingsley – Service Director – Place – sarah.kingsley@north-herts.gov.uk

Jo Dufficy – Data Controller - DataController@north-herts.gov.uk

Geraldine Goodwin – Data Protection Officer – dpo@north-herts.gov.uk

Review of this document

This policy will be reviewed on a regular basis to ensure that it reflects best practice. Revisions may also be prompted by changes in legislation, formal guidance, and relevant case law.

Any operational problems experience in connection with the implementation of this policy should be direct to the Service Director, Place so that remedial options can be identified in a timely fashion.

Greenspace

Activity	Examples of documents	Personal data included	Retention period	Rationale for retention period	Responsible officer
Contractual information stored both in hard copy and digital including evaluation criteria's e.g., Howard Park contractors and Bancroft redevelopment	Contract documents, emails, correspondence	No	2 years after terms of contract have expired	Existing schedule covers Contract Management Tender etc.	Service Director Place
Public consultation data e.g., surveys for Bancroft and Howard Park	Survey results, analysis, and subsequent reports	Yes	5 years after consultation closure	Existing schedule broadly covers Public Consultation	Service Director Place
Letters to residents – correspondence and personal information		Yes	6 years after administrative use is concluded	Outlined in existing Council – wide Retention	Service Director Place
“Contractual information Main contractual information (grounds maintenance contract e.g., John O’Conner) Any small, contracted works outside of main contract.”	Contract documents, emails, schedules, programs of work, meeting minutes, variation orders, correspondence, maps, and plans	No	2 years after end of contract	Contract management covered by main schedule	Service Director Place
Locally stored HR data (recruitment/ employee relations etc.)		Yes	6 years after employment ceases / 1year after recruitment has been finalised	Existing schedule – generalist HR retention schedule	Service Director Place

Activity	Examples of documents	Personal data included	Retention period	Rationale for retention period	Responsible officer
Insurance claim files e.g., asbestos / child accident information		Yes	Permanent	Finance - corporate	Service Director Place
Health and safety information		Yes	Dependent on nature of incident	Corporate and legislation	Service Director Place
Burials data e.g., personal information	Burial ledgers, emails, grave grants, memorial ledgers, site plans	Yes	Permanent	Statutory requirement	Service Director Place

Leisure Management:

Activity	Examples of documents	Personal data included	Retention period	Rationale for retention period	Responsible officer
Leisure contracts		No	6 years after terms of contract have expired	Contract management covered by main schedule	Service Director Place
CCC correspondence: Management of routine responses on council actions, policy, or procedures.		Yes	2 years	(Retention schedule page 11.)	Service Director Place
Procurement D		No	As per NHDC retention schedule (varied deletion date based on nature of tender)	Procurement covered by main schedule (page 14, - Legal and Contract Services)	Service Director Place

Activity	Examples of documents	Personal data included	Retention period	Rationale for retention period	Responsible officer
Public consultation data e.g., surveys for Active North Herts Strategy	Survey results, analysis, and subsequent reports	Yes	5 years after consultation closure	Existing schedule broadly covers Public Consultation	Service Director Place

Waste Services:

Activity	Examples of documents	Personal data included	Retention period	Rationale for retention period	Responsible officer
Waste transfer notices/ duty of care notices		No	2 years after action	Legislative requirement	Service Director Place
Hazardous waste consignment notices (controlled waste)		No	2 years after action	Legislative requirement	Service Director Place
Operational contract documentation		No	2 years after end of contract	Service requirement	Service Director Place
Waste carriers license (controlled waste)		Yes	6 years after action	Service requirement	Service Director Place
Recycling credit / AFM scheme administration		No	5 years after annual budget	Service requirement	Service Director Place
Waste and street cleansing contract documents		No	12 years after contract has ended	Corporate	Service Director Place
Public convenience contract documents		No	12 years after contract has ended	Corporate	Service Director Place

Directorate:

Activity	Examples of documents	Personal data included	Retention period	Rationale for retention period	Responsible officer
Locally stored HR data (recruitment / employee relations etc.)		Yes	6 years after employment ceases / 1 year after recruitment has been finalised	Existing schedule – Generalist HR retention schedule (P.16-18) Adequate management of staffing	Service Director Place
Executive Member Briefing Records		Yes	1 year	Looking back on my discussion to validate any actions taken. Would also be useful as an audit	Service Director Place
Partnership board documentation		No	6 years	The major contracts for waste, grounds maintenance and leisure and are normally of a confidential nature	Service Director Place
Financial records: Purchase orders		No	6 years	Financial regulations	Service Director Place
CCC correspondence: Management of detailed responses on council actions, policy, or procedures.		Yes	6 years	(Retention schedule page 11.)	Service Director Place

Activity	Examples of documents	Personal data included	Retention period	Rationale for retention period	Responsible officer
Correspondence / Ombudsman responses					
CCC correspondence: Management of routine responses on council actions, policy, or procedures.		Yes	2 years	(Retention schedule page 11.)	Service Director Place
Corporate meeting records e.g., SMT, SMG, DMT, Team meetings		No	3 years	Store in SMT folder on G: drive, managed corporately	Service Director Place
Email		Yes	Retain 3 years	Dependent on service needs, will vary on content	Service Director Place
Procurement D		No	As per NHDC retention schedule (varied deletion date based on nature of tender)	Procurement covered by main schedule (page 14, - Legal and Contract Services)	Service Director Place