

## 20. Retention & Disposal Policy and Schedule

I have been requested by our Data Protection Auditor/DPO, to formally notify/remind ALL members, that all Council related emails need to be saved/deleted in accordance with the Town Council's adopted Retention & Disposal Policy and Schedule.

Under Data Protection/GDPR, Town Councils can only provide personal information, that can actually be retrieved, and therefore there is a requirement for emails to be retained in accordance with the timescales set in the Town Council's Retention & Disposal Policy & Schedule.

If exceptionally, Councillors use their private email addresses/devices for Town Council business, these emails/documents will also need to be saved/deleted in accordance with the Town Council's adopted Retention & Disposal Policy and Schedule.

Also in the event of a Data Access/Freedom of Information Request, if Councillors use their own devices/email addresses, then they must allow the Clerk access to their personal devices/email addresses, so that the Clerk can comply with the legal requirements/obligations of such a request.

All councillors have been previously provided with a copy of the policy, however I have also attached a copy of the Town Council's current Retention & Disposal Policy & Schedule.

Should any of you have any questions regarding this, please do not hesitate to contact me.

Regards

Dylan Thomas

Clerk & RFO

TKBTC