

Neighbourhoods – Technical - Engineering Drainage and Water Team (EDWT) - General Data Protection Regulations 2018 - Retention Policy (May 2018)

	Business function	Purpose of processing	Categories of personal data	Record Type	Location of personal data	Retention	How is the record destroyed?
1.	<b>Basic investigations and Complaints (no or insignificant works/infrastructure involved).</b>	Public task. Inspections and complaint investigations.	Name, address, telephone number, email address and in some cases health information. Interest in land, property and business.	Paper and electronic	Paper files in the Neighbourhoods filing room with controlled security access, active files locked in case officer's storage facility, the Neighbourhoods data base.	7 years maximum	Securely shredded and/or deleted from electronic system. Files removed from case officer's storage facility when case closed.
2.	<b>Investigations and Complaints where works involved that have the potential to affect drainage/ flood risk to property and land/ infrastructure.</b>	Public task. Inspections and complaint investigations.  Relevant data may be obtained from and shared with the Environment Agency.	Name, address, telephone number, email address and in some cases health information. Interest in land, property and business.	Paper and electronic	Paper files in the Neighbourhoods filing room with controlled security access, active files locked in case officer's storage facility and on the Neighbourhoods data base.	Indefinitely as record required of works carried out.	Paper copy may be securely shredded following review and/or scanning. Files removed from case officer's storage facility when case closed.
3.	<b>Enforcement.</b>	Legal obligation. Implementation and enforcement of legislation as officers of the EDWT are authorised to use.	Name, address, telephone number, email address and in some cases health and financial information. Interest in land, property and business.	Paper and electronic	Paper files in the Neighbourhoods filing room with controlled security access, active files locked in case officer's storage facility, the Neighbourhoods data base. Information may be held separately by Legal Services.	7 years maximum for basic enforcement cases not involving works. Some records may be kept for longer or indefinitely depending on the nature of the enforcement.  When works are involved – indefinitely as historical record of works carried out.  30 years retention required by law for work related to Private Water Supplies Regulations.	1. Securely shredded and/or deleted from electronic system.  2. N/A  3. Paper copy may be securely shredded following review and/or scanning. Sites where mains water has replaced a private water supply will remain on electronic system as there is the potential to re-use the private water supply.  1/2/3 = Files removed from case officer's storage facility when case closed.
4.	<b>Applications under the Land Drainage Act and the Council's Land Drainage Byelaws and enforcement of the Council's Land Drainage Byelaws.</b>	Legal obligation. Processing of land drainage applications and enforcement of the Council's Land Drainage Byelaws.	Name, address, telephone number, email address. Interest in land, property and business.	Paper and electronic	Paper files in the Neighbourhoods filing room with controlled security access, active files locked in case officer's storage facility, the Neighbourhoods data base. Information may be held separately by Legal Services.	Indefinitely as historical record required of works carried out, or not carried out and therefore affords the potential for flooding/drainage issues.	Paper copy may be securely shredded following review. Files removed from case officer's storage facility when case closed.

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5.	<b>Investigations and Complaints.</b>  <b>Flooding records.</b>	Public task. Inspections and complaint investigations.  Legal obligation. Implementation and enforcement of legislation as officers of the EDWT are authorised to use.	Name, address, telephone number, email address. Interest in land, property and business.	Paper and electronic.	Paper files in the Neighbourhoods filing room with controlled security access, on the Neighbourhoods data base and EDWT Z: Drive.  Active files locked in case officer's storage facility.	Indefinitely as historical record of flooding/potential flooding of land and property.	Paper copy may be securely shredded following review.  Files removed from case officer's storage facility when case closed.
6.	<b>Inspections.</b>  <b>Land quality.</b>	Investigations carried under Part IIA of the Environmental Protection Act 1990.	Name, address, telephone number, email address may contain health information. Interest in land, property and business.	Paper and electronic.	Paper files in the Neighbourhoods filing room with controlled security access, the EDWT office area in locked cabinets and on the EDWT Z: Drive.	Indefinitely as historical record of investigation carried out and determination of the status of the land as defined by the legislation. Information required to demonstrate owners and occupiers of property/land were properly informed - also required for all property/land purchases and sales etc.	Paper copy may be securely shredded following review and/or scanning.
7.	<b>Tenders/Contract/Agreements etc.</b>	Public task.	Name, address, telephone number, email address and in some cases financial information – mainly relating to contractors details, their employees at the time of tendering.	Paper and electronic.	Paper files in the Neighbourhoods filing room with controlled security access, the EDWT office area in locked cabinets and on the EDWT Z: Drive. Information will be held separately by Legal Services.	Contracts and Agreements i. Under Seal – 12 years after expiry of the contract; ii. Others 6 years after expiry. Unsuccessful Tenders 2 years.	Paper copy securely shredded and/or deleted from electronic system.
8.	<b>Contract operation and monitoring.</b>	Contracts for works carried out on behalf of the Council.	Name, address, telephone number, email address and in some cases health information. Interest in land, property and business.	Paper and electronic.	The EDWT Office area in locked cabinets and on the EDWT Z: Drive.	Variable depending on nature of the works – but in the main a maximum 7 years.  Some records of significant works may be kept indefinitely.	Securely shredded and/or deleted from electronic system.  N/A
9.	<b>Recruitment of officers to the EDWT.</b>	Employment to EFDC	Name, address, telephone number, email address and in some cases health information. Next of Kin - name, address, telephone number.	Paper and electronic.	Line manager's personal locked storage facility and personal F: Drive.  Information will be held separately by HR.	For employment term of officer.	Securely shredded and/or deleted from electronic system and F: Drive. Human Resources has owned retention policy.
10.	<b>Commissioning of Consultants/Contractors.</b>	Working on behalf of EFDC through the EDWT.	Name, address, telephone number, email address and in some cases health information. Next of Kin - name, address, telephone number.	Paper and electronic.	Line manager's personal locked storage facility and personal F: Drive.  Information will be held separately by HR.	For employment term.	Securely shredded and/or deleted from electronic system and F: Drive. Human Resources has owned retention policy.