



# SANDOWN TOWN COUNCIL

## — Documents and Records —

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## **1. INTRODUCTION**

- 1.1. This policy sets out the council's approach to the creation, retention, management, and disposal of its documents and records. Its purpose is to ensure that all council information—whether held in paper or electronic form—is stored securely, retained for appropriate periods, and managed in accordance with legal, regulatory, and operational requirements
- 1.2. The same arrangements for keeping records and copies should be applied to an electronic document as to a paper document.
- 1.3. By adopting this policy, the council ensures that its records are managed consistently, transparently, and lawfully, supporting good governance, accountability, and the preservation of information of historical or community value.

## **2. BACKGROUND**

- 2.1. The policy draws on the principles outlined in NALC's advice note (updated 2 April 2026), including statutory obligations under the Limitation Act 1980, data protection legislation, audit requirements, and sector-specific duties such as planning, employment, insurance, and cemetery management.
- 2.2. It also reflects the expectation that councils maintain robust systems for the "storage and security of, access to and disposal of both paper and electronic records," reviewed annually for effectiveness as part of the audit process.

## **3. RETENTION OF DOCUMENTS**

- 3.1. Documents and records should be retained until they are no longer needed.
- 3.2. Appendix A contains a table containing the appropriate minimum retention periods for the most important documents for audit and other purposes, such as staff management, tax liabilities, cemetery management and the possibility of legal disputes and legal proceedings.
- 3.3. If in doubt, document(s) should be retained until legal advice has been received.

## **4. PLANNING PAPERS**

- 4.1. Where planning permission is granted, the planning application, any plans, and the decision letter should normally be retained until the development has been completed.
- 4.2. Where planning permission is granted on appeal, a copy of the appeal decision should also be retained.
- 4.3. It may sometimes be sensible to retain an appeal decision indefinitely because of wider implications (e.g. the decision may set a precedent for other developments in the locality).
- 4.4. Where planning permission is refused, the papers should be retained until the appeal period has expired. If an appeal is made and dismissed, the decision letter may be worth retaining against further applications relating to the same site.
- 4.5. Copies of local plans and similar documents should be retained as long as they are in force. It is best to use electronic copies of planning documents, which are widely

accessible and available via the planning portal or their local planning authority's website.

## **5. INSURANCE POLICIES**

- 5.1. All insurance policies should be kept for as long as it is possible for a claim to be made under them.
- 5.2. Irrespective of how long policies and correspondence are retained, the recommendation is that councils ensure that they keep a permanent record of insurance company names and policy numbers for all insured risks.
- 5.3. The certificate of employers' liability insurance must be prominently displayed throughout the period of cover.
- 5.4. Alternatively, councils can make the certificate available electronically to all employees (Regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998).

## **6. INFORMATION FROM OTHER BODIES**

- 6.1. Documents such as circulars, from NALC, county associations and other bodies (e.g. principal authorities) should be retained for as long as is useful and relevant.

## **7. MAGAZINES, JOURNALS AND OTHER PUBLICATIONS**

- 7.1. A council may want to keep its own publications (e.g. newsletters) permanently for archive purposes. Journals published by others (e.g. local government news journals and magazines) should be retained as long as they are useful and relevant.
- 7.2. The Legal Deposit Libraries Act 2003 (the 2003 Act) and the Legal Deposit Libraries (Non-Print Works) Regulations 2013 (the 2013 Regulations) require anybody who after 1 February 2004 has published works in print or after 6 April 2013 has published electronic works offline, to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). (Offline publication includes documents on CD, USB drive, and similar).
- 7.3. Electronic works published online after 6 April 2013 only must be delivered to the British Library if requested.
- 7.4. The British Library holds books, periodicals, manuscripts and other publications for reference, study, and information. Printed and electronic works, as defined by the 2003 Act, include those published by a local council (or a parish or community meeting without a separate parish or community council), including a pamphlet, magazine, newspaper, map, plan, chart or table.
- 7.5. Some other deposit libraries are entitled to copies of works if they request them, but it is unlikely that they will request documents from local councils.

## **8. CORRESPONDENCE**

- 8.1. If related to audit matters, correspondence should be kept for the appropriate period specified in the appendix.

- 8.2. In planning matters, correspondence should be retained for the same period as suggested for other planning papers.
- 8.3. For other correspondence (unless relating to staff), no firm guidelines can be laid down.

## **9. DOCUMENTATION RELATING TO STAFF**

- 9.1. Such documents should be kept securely and in accordance with the data protection principles contained in data protection legislation.
- 9.2. The principles provide that personal data in relation to staff should not be kept for longer than is necessary for the purpose for which it was held. However, even after an employment relationship has ended, or in some cases, when there is no employment relationship, a council may need to retain and access records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.
- 9.3. Such claims could be made, for example, by job applicants, so records of the selection process will need to be retained.
- 9.4. The time limits within which a claim (and any appeal) may be lodged against an employer at an employment tribunal are set out in the legislation that contains the employment right in question, or failing that, by reference to the Limitation Act 1980 (as amended).

## **10. LOCAL AND HISTORICAL INFORMATION**

- 10.1. The Local Government (Records) Act 1962 provides that parish councils (and parish meetings in parishes without a separate parish council) may acquire records of local interest and accept gifts or records of general and local interest to promote the use of such records (defined as materials in written or other form setting out facts or events or otherwise recording information).

## **11. STORAGE AND DISPOSAL**

- 11.1. Archived records will be stored at the Broadway Centre
- 11.2. Minutes will be kept in the Clerk's office and all other retained documents will be stored in archive boxes in the Broadway Centre
- 11.3. If records need to be kept indefinitely, the Town Clerk will consider the most effective way of storage taking into account any space restrictions.
- 11.4. At the time of writing this policy, the form of media for storage of the majority of documents is electronic.
- 11.5. The Town Clerk may consider all forms of media for storage to accommodate the needs of the Council provided reproduction from that media is legally acceptable.
- 11.6. When the information reaches the expiry date for retention, the Town Clerk will ensure that all copies of that information are permanently destroyed.
- 11.7. If the information is held in more than one media the information must be removed from all the Councils record systems.

- 11.8. The Town Council will endeavour to minimise the amount of paperwork both produced and received, notwithstanding this there will still be a certain amount of paperwork to process.
- 11.9. confidential waste and will be shredded by a registered waste disposal operator and a certificate of destruction obtained.
- 11.10. All other documents will be recycled where possible.
- 11.11. The method of destruction for all electronic data will be electronic erasing and in the case of CD or DVD the method of disposal will be by a registered waste disposal operator with a certificate of destruction obtained.
- 11.12. Electronic copies will be completely deleted from any memory source or other media

## **12. ARRANGEMENTS FOR THE DEPOSIT, STORAGE AND MANAGEMENT OF DOCUMENTS**

- 12.1. In accordance with section 227 of the Local Government Act 1972 (the 1972 Act), if the town council requests it, the Isle of Wight Council must provide proper depositories for all the specified papers (defined as public books, writings, council papers and all documents directed by law to be kept) belonging to the town council or community for which there is no other provision.
- 12.2. Documents of local and or historical importance, if not retained and stored by the town council, with or without reliance on the provisions of section 227 of the 1972 Act, should be offered first to the county record office if there is one.
- 12.3. The county archivist will always be willing to advise on which records should be permanently preserved.

## **13. RETENTION OF DOCUMENTS FOR LEGAL PURPOSES**

- 13.1. Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period.
- 13.2. The specified period varies depending on the type of claim in question. The information (category/limitation period) below sets out the limitation periods for the different categories of claims.
- 13.3. The reference to 'category' refers to claims brought in respect of that category.
  - Negligence (and other torts except for personal injury) — Six years
  - Personal injury — Three years
  - Defamation — One year
  - Contract — Six years
  - Leases — 12 years
  - Sums recoverable by statute — Six years
  - To recover land — 12 years
  - Rent — Six years
  - Breach of trust — None

- 13.4. Where the limitation periods above are longer than other periods specified in this policy, the documentation should be kept for the longer period specified.
- 13.5. Some types of legal proceedings may fall within two or more categories. Rent arrears, for example, could fall within the following three categories (depending on the circumstances):
- Contract (six years) — Because all tenancies and leases are contracts.
  - Leases (12 years) — If the arrears are due under a lease.
  - Rent (six years) — If the arrears are due under a tenancy (and not a lease).
- 13.6. In these circumstances, NALC advises that the relevant documentation should be kept for the longest of the three limitation periods.
- 13.7. The same principles apply in the case of debts. If the debt arises under a simple contract, the limitation period will be six years, but if the debt arises under a lease, the limitation period will be 12 years (unless it relates to rent, in which case the limitation period will be six years).
- 13.8. A final complication relates to sums due under leases, which are 'reserved as rent'. Sometimes, for example, service charges are expressed to be payable as 'additional rent'. The limitation period for service charges in those circumstances will be six years, even though the sums are due under a lease.
- 13.9. As there is no limitation period in respect of trusts, councils should never destroy trust deeds and schemes and other similar documentation.
- 13.10. Some limitation periods can be extended. Examples include:
- Where individuals do not become aware of damage until a later date (e.g. in the case of disease).
  - Where damage is hidden (e.g. to a building).
  - Where a person is a child or suffers from a mental incapacity.
  - Where there has been a mistake by both parties or
  - Where one party has defrauded another or concealed facts.
- 13.11. In such circumstances, individual councils will need to weigh (i) the costs of storing relevant documents and (ii) the risks of:
- Claims are being made.
  - The value of the claims.
  - The inability to defend any claims made should the relevant documentation be destroyed.

# Appendix

Record Type	Action	Minimum Retention Period	Reason
<b>Governance &amp; Decision-Making</b>			
Agendas (including those bound with minutes)	Preserve	Indefinite	Archive
Minute books (signed) of Council, Committees, Sub-committees, Working Groups	Preserve	Indefinite	Archive
Draft minutes	Destroy	When minutes are approved	Good governance
Byelaws and Orders	Preserve	Indefinite	Archive
Scales of fees and charges	Destroy	Six years	Management
Correspondence & papers on important local issues	Preserve	Indefinite	Archive
Routine correspondence	Destroy	One month	Administrative efficiency
<b>Councillors &amp; Ethical Governance</b>			
Declarations of Acceptance of Office	Preserve	Indefinite	Archive
Register of Interests	Destroy	One year after member leaves	Legal requirement
Gifts & Hospitality Register	Preserve	Indefinite	Transparency / challenge
<b>Financial Records</b>			
Receipt & Payment Accounts	Preserve	Indefinite	Archive
Receipt books (all kinds)	Destroy	Six years	VAT
Bank statements	Destroy	Last completed audit year	Audit
Bank paying-in books	Destroy	Last completed audit year	Audit
Cheque book stubs	Destroy	Last completed audit year	Audit
Paid invoices	Destroy	Six years	VAT
Paid cheques	Destroy	Six years	Limitation Act 1980

Record Type	Action	Minimum Retention Period	Reason
VAT records	Destroy	Six years (20 years for VAT on rents)	VAT
Petty cash, postage & telephone books	Destroy	Six years	Tax, VAT, Limitation Act
Members' Allowances Register	Destroy	Six years	Tax / Limitation Act
Investments	Preserve	Indefinite	Audit & management
<b>Procurement &amp; Contracts</b>			
Quotations & tenders	Destroy	Six years (or 20 years if relating to works)	Limitation Act / Statute of limitation
Title deeds, leases, licences, agreements, contracts	Preserve	Indefinite	Audit & management
<b>Insurance &amp; Risk</b>			
Insurance policies	Preserve	As long as a claim may be made (or 40 years if applying internal rule)	Legal proceedings / challenge
Employers' liability insurance certificates	Preserve	Indefinite	Future claims
Health & Safety Records	Preserve	Indefinite	Challenge
<b>Staff &amp; HR Records</b>			
Recruitment records (unsuccessful applicants)	Destroy	3 months after appointment (if feedback requested)	Good practice
Employee records	Destroy	6 months after termination	Limitation period
Timesheets	Destroy	Three years (or last completed audit year)	Audit / personal injury
<b>Property, Land &amp; Facilities</b>			
Property registers (allotments, open spaces, gardens, amenity areas)	Preserve	Indefinite	Archive
Allotment registers & plans	Preserve	Indefinite	Audit & management
Halls/centres/recreation grounds: hire applications, lettings diaries, bills, ticket records	Destroy	Six years	VAT



## GENERAL DATA PROTECTION REGULATION POLICY

### Purpose of the policy and background to the General Data Protection Regulation

This policy explains to Councilors', staff and the public about GDPR. Personal data must be processed lawfully, fairly and transparently; collected for specified, explicit and legitimate purposes; be adequate, relevant and limited to what is necessary for processing; be accurate and kept up to date; be kept only for as long as is necessary for processing and be processed in a manner that ensures its security. This policy updates any previous data protection policy and procedures to include the additional requirements of GDPR which apply in the UK from May 2018. The Government have confirmed that despite the UK leaving the EU, GDPR will still be a legal requirement. This policy explains the duties and responsibilities of the council and it identifies the means by which the council will meet its obligations.

### Identifying the roles and minimising risk

GDPR requires that everyone within the council must understand the implications of GDPR and that roles and duties must be assigned. The Council is the data controller and the Town Clerk /RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the council, the issuing of privacy statements, dealing with requests and complaints raised and also the safe disposal of information.

GDPR requires continued care by everyone within the council, Councilors' and staff, in the sharing of information about individuals, whether as a hard copy or electronically. A breach of the regulations could result in the council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and also to compensate the individual(s) who could be adversely affected. Therefore, the handling of information is seen as medium risk to the council (both financial and reputation) and one which must be included in the Risk Management Policy of the council. Such risk can be minimised by undertaking an information audit, issuing privacy statements, maintaining privacy impact assessments (an audit of potential data protection risks with new projects), minimising who holds data protected information and the council undertaking training in data protection awareness.

### Data breaches

One of the duties assigned to the DPO is the investigation of any breaches. Personal data breaches should be reported to the DPO for investigation. The DPO will conduct this with the support of the Town Council. Investigations must be undertaken within one month of the report of a breach. Procedures are in place to detect report and investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result

in a high risk to the rights and freedoms of individuals, the DPO will also have to notify those concerned directly.

It is unacceptable for non-authorized users to access IT using employees' log-in passwords or to use equipment while logged on. It is unacceptable for employees, volunteers and members to use IT in any way that may cause problems for the Council, for example the discussion of internal council matters on social media sites could result in reputational damage for the Council and to individuals.

## **Privacy Notices (Appendix A)**

Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a council does with their personal information. A privacy notice will contain the name and contact details of the data controller and Data Protection Officer, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the council. The council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved. All privacy notices must be verifiable.

## **Information Audit**

The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit will be reviewed at least annually or when the council undertakes a new activity. The information audit review should be conducted ahead of the review of this policy and the reviews should be minuted.

## **Individuals' Rights**

GDPR gives individuals rights with some enhancements to those rights already in place:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- right to data portability
- the right to object
- the right not to be subject to automated decision-making including profiling.

The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometimes known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was

originally collected and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers.

If a request is received to delete information, then the DPO must respond to this request within a month. The DPO has the delegated authority from the Council to delete information.

If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. The charge will be as detailed in the Council's Freedom of Information Publication Scheme. The Town Council will be informed of such requests.

## **Children**

There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand.

## **Summary**

The main actions arising from this policy are:

- The Council must be registered with the ICO.
- A copy of this policy will be available on the Council's website. The policy will be considered as a core policy for the Council.
- An information audit will be conducted and reviewed at least annually or when projects and services change.
- Privacy notices must be issued.
- Data Protection will be included on the Council's Risk Management Policy.
- The Town Council will manage the process.

This policy document is written with current information and advice. It will be reviewed at least annually or when further advice is issued by the ICO.

All employees, volunteers and Councilors' are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

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## SANDOWN TOWN COUNCIL

### GENERAL PRIVACY NOTICE

#### **Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

#### **Who are we?**

This Privacy Notice is provided to you by Sandown Town Council which is the data controller for your data.

#### **Other data controllers the council may work with:**

- Local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

#### **The council will process some or all of the following personal data where necessary to perform its tasks:**

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by the council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications,
- Where you pay for activities such as use of the council’s facilities, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers,

- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

### **How we use sensitive personal data**

We may process sensitive personal data including, as appropriate:

- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- In order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances: in limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

### **Do we need your consent to process your sensitive personal data?**

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

### **The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

### **We use your personal data for some or all of the following purposes:**

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email or telephone

- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

### **What is the legal basis for processing your personal data?**

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### **Sharing your personal data**

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;

- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

### **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **Your rights and your personal data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

#### **1) The right to access personal data we hold on you**

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

#### **2) The right to correct and update the personal data we hold on you**

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

#### **3) The right to have your personal data erased**

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

#### **4) The right to object to processing of your personal data or to restrict it to certain purposes only**

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

#### **5) The right to data portability**

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

**6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

**7) The right to lodge a complaint with the Information Commissioner’s Office.**

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**8) Transfer of Data Abroad**

- Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

**Further processing**

- If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**Changes to this notice**

- We will keep this Privacy Notice under regular review and we will place any updates on this web page: <http://www.sandowntowncouncil.gov.uk>

**Contact Details**

- Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Protection Officer  
 Clerk to Sandown Town Council  
[townclerk@sandowntowncouncil.gov.uk](mailto:townclerk@sandowntowncouncil.gov.uk)

I have read the above Privacy Notice and give permission for Sandown Town Council to retain my personal information in relation to the contract held between us.

Signed.....

Date .....





SANDOWN TOWN COUNCIL

## **Publication Scheme**

(Freedom of Information Act)

REAFFIRMATION DATE: 12-May-25  
REVIEW DATE: May-26  
MINUTE NUMBER: 9-2025/26(3)

## PUBLICATION SCHEME

### 1. INTRODUCTION

#### 1.1. **The Freedom of Information Act 2000**

The Freedom of Information Act grants to members of the public rights of access to a variety of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioners Officers at [www.ico.gov.uk](http://www.ico.gov.uk) .

#### 1.2. **Publication Scheme**

1.2.1. The Act requires every public authority to adopt and maintain a generic model publication scheme. This policy is designed to provide everyone with a comprehensive guide to the information that the council will automatically or routinely publish, or otherwise make available to the public.

1.2.2. The model scheme is Appendix A of this document.

#### 1.3. **Sandown Town Council's Commitment to the Act**

The Town Council believes in maintaining the transparency of the Council and strives to maintain an open approach to its business.

#### 1.4. **Freedom of Information Requests and the Publications Scheme**

1.4.1. The purpose of this publication scheme is to set out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and will be made available unless there is a reason for it to be legitimately withheld.

1.4.2. Application for any information not included in the guide below can be made by making a written request to the Town Clerk who will reply within 20 working days after receipt of the request.

### 2. INFORMATION AVAILABLE FROM SANDOWN TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME.

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	
Who's Who on the Council and any Committees	Website Hard Copy from Clerk
Contact details for Town Clerk and Council members (named contacts with email address )	Website Notice Board Hard Copy
Location of main council office and accessibility details	Website Notice Board
Staffing structure	Website

Information to be published	How the information can be obtained
<b>Class 2 – What we spend and how we spend it.</b> (Financial Information - Current and previous financial year)	
Annual return form and report by auditor	Notice board Hard Copy Website
Finalised budget	Website Hard Copy
Precept (In Minutes & Accounts)	Website Hard Copy
Borrowing Approval letter	Hard Copy
Financial Standing Orders and Regulations	Website Hard Copy
Grants given and received	Website (Minutes) Transparency Code Hard Copy
List of current contracts awarded	Website Transparency Code Hard Copy
Members' allowances and expenses, if applicable	Hard Copy
<b>Class 3 – What are our priorities and progress</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Local charters drawn up in accordance with DCLG guidelines	No Charters/Not available
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website
Agendas of meetings (as above)	Website Notice board
Minutes of meetings	Website Hard Copy
Reports presented to council meetings (current meeting only)	Website
Responses to consultation papers (current meeting only)	Website (Minutes) Hard Copy
Responses to planning applications	Website (Minutes) IWC Planning Portal
Bye-laws	None/Not available
<b>Class 5 – Our policies and procedures</b> Current information only Information	
Committee - Terms of Reference	Website (Minutes) Hard Copy
Delegated authority in respect of officers (if applicable)	Hard Copy
Code of Conduct	Website
Other Policy statements	Website

<b>Information to be published</b>	<b>How the information can be obtained</b>
<i>Internal policies relating to the delivery of services:</i>	
Equality and diversity policy	Website
Health and safety policy	Website
Recruitment policies	WebsiteEmail
Policies and procedures for handling requests for information	Website Hard Copy
Complaints procedure	Website Hard Copy+B16
Records management policies (records retention, destruction and archive)	Website
Data protection policies	Website
Schedule of charges ( for the publication of information)	Website
<b>Class 6 – Lists and Registers</b> (Currently maintained only)	
<i>Any publicly available register or list:</i>	
Assets Register	Hard Copy
Disclosure log	None
Register of members' interests	Website iweight.com
Register of gifts and hospitality	Viewing only (Clerk)
<b>Class 7 – The services we offer</b> (Current information only)	
<b>Broadway Centre</b> Meeting rooms and hall hire	Website Transparency Code
<b>Recreation Facilities at Sandham Gardens</b> Skate Parks MUGA Steven Jenkins Playground Adizone	Assets Register (viewing only)
Seating	Assets Register (viewing only)
<b>Public conveniences</b> Yaverland Toilets St John's Road Toilets Eastern Gardens Toilets	Assets Register (viewing only) Transparency Code
Los Altos Park public open space	Assets Register (viewing only) Transparency Code

3. CHARGES

Method	Charge
Assets Register (viewing only)	Free
Email	Free
Hard Copy	10 p per page plus postage at standard Royal Mail charge.
Notice board	Free
Transparency Code	Free
Viewing only (Clerk)	Free
Website	Free
Staffing structure	Free
Hard Copy (black & white)	10 p per page Postage at standard Royal Mail 2nd Class.

## Model publication scheme

### Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Classes of information

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

# SANDOWN TOWN COUNCIL

## Protocol and Guidance for Recording, Photography and use of Social Media at Sandown Town Council Meetings

### Guidance

This guidance applies to any council or committee meetings that are open to the public.

The Council allows any member of the public or press to report on all public meetings subject to limited exceptions outlined below. The term reporting includes the taking of photographs, filming, audio-recording, tweeting, blogging or generally reporting on proceedings.

Those wishing to undertake any reporting of meetings are asked to advise the Clerk in advance of the meeting of their intention to do so, as explained below, in order to allow necessary arrangement to be made if required.

The chair of the meeting shall advise members of the public and members that the meeting may be recorded if notice has been received that reporting is happening.

The purpose of this protocol is to provide guidance, particularly, for members of the press or public on reporting of any Town Council meeting which is held in public.

Although there is a legal right to allow reporting of Council meetings the proceedings of that meeting must not be disrupted by the use of any equipment or the manner in which the reporting is undertaken. It is also important that reporting does not inhibit community involvement in the proceedings.

### Guidelines for Reporting

Any member of the public or of the media wishing to report a public meeting should ensure that:

1. Any photography or audio / visual recording must take place from a fixed position in the meeting room approved by the Chairman so as to minimise disruption to the proceedings
2. The use of flash photography, additional lighting, sound booms or other equipment that may, in the chairs opinion, be likely to be intrusive or in any way interfere with proceedings will only be allowed if agreed in advance with the Chairman.
3. If the Chairman feels that any photography, audio or visual recording is disrupting the meeting in any way then the operator of the equipment will be required to stop reporting.
4. If during the meeting a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to report the meeting cease and the operator of the equipment will be required to stop reporting and leave the meetings taking all reporting equipment with them.

5. They comply with any request made by the Chairman regarding respecting the public's right to privacy.

6. People seated in the public seating area should not be photographed, filmed or recorded without the consent of the individuals concerned. This also applies to those individuals who may ask a public question, present a petition or make a representation at a Council meeting open to the public and who are not seated in a "public seating area".

7. Photographs, audio, and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.

Notices advising the public that the public meeting may be reported on will be displayed in or directly outside the relevant meeting room and this will be noted on the agenda. The Chairman will also make an announcement that the meeting may be photographed, recorded or filmed.

### **What if I don't want to be recorded?**

If as a member of the public you do not wish to be photographed, filmed or recorded please inform the Clerk in advance of the meeting. If you are concerned for your personal safety it may be possible to make alternative seating arrangements.

### **What is the procedure prior to the Meeting for those wishing to Record or Photograph a Meeting?**

Members of the public wishing to report on a public meeting should wherever possible contact the Clerk for the meeting concerned two working days before the meeting or advise the Clerk before the meeting starts.

The request should include the following information:

1. Which meeting this refers to;
2. The name, organisation (if applicable) and contact details of the person making the request;
3. What equipment it is intended will be used (e.g. camera/audio recorder/video camera, tri-pod etc);
4. What the photographs, or audio / visual recording will be used for and / or where the information is to be published.

### **What is the procedure for reporting during the meeting?**

All reporting equipment must be set up before the meeting starts to avoid disrupting the meeting.

If the Chairman feels the photography/ audio / visual recording is disrupting the proceedings the operator of the equipment will be required to stop reporting.

If the person continues reporting after having being requested to desist then the Chairman will ask the person to leave the meeting. If the person refuses to leave then the Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

Anyone asked to leave a meeting because they have refused to comply with the Chairman's requests may be refused permission to report at future Council meetings that are open to the public.

If during the meeting a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to record the meeting are removed. All equipment shall be removed from the meeting room when members of the public and press are excluded.

If a meeting for which agreement is given to report is adjourned by the Chairman then any reporting should stop at the point at which the meeting is adjourned.

### **Social Media**

There are no restrictions placed on anyone at the meeting using Twitter, blogs, Facebook or similar "social media" provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

If the Chairman feels the use of social media is at the time disrupting the proceedings the Councillor, member of the public or media representative may be required to stop.

If use continues the Chair will ask the person to leave the meeting. If the person refuses to leave then the Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

### **What is disruptive behavior?**

Essentially, this could be any action or activity which disrupts the proper conduct of meetings. Examples could include:

- moving to areas outside the areas designated for the public or press without the consent of the Chairman,
- excessive noise in recording or setting up or re-siting equipment during the debate/discussion,
- intrusive lighting and use of flash photography; and
- Asking for people to repeat statements for the purposes of recording.

### **Can I leave recording equipment in a public meeting room and record without being present?**

There is no legal prohibition, however, under this guidance and council standing orders the committee may require any such recording to stop if at any stage the meeting became a private meeting and so someone is required to be present to stop the equipment. In addition the Council will not be responsible for the security of any equipment left unattended.

**Are there any limits to what I can say in a tweet or video or report I publish?**

The law of the land applies including the law of defamation and the law on public order offences. Freedom of speech within the law should be exercised with personal and social responsibility, showing respect and tolerance towards the views of others.

**Will I be able to provide commentary during the meeting?**

Any person can provide written commentary during a meeting, as well as oral commentary outside or after the meeting.

The new rules do not permit oral commentary during a meeting as this would be disruptive to the good order of the meeting.

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REAFFIRMATION DATE: 12-May-25  
REVIEW DATE: May-25  
MINUTE NUMBER: 9-2025/26(3)





SANDOWN TOWN COUNCIL

# Closed-Circuit Television (CCTV) Policy

APPROVAL DATE: 12-May-25  
REVIEW DATE: May-26  
MINUTE NUMBER: 09-2025/26(3)



## **CCTV POLICY**

### **1. Introduction**

- 1.1 The Town Council has considered the need for using CCTV and has decided that it is required for the prevention and detection of crime and for protecting the safety of the public. It will not be used for other purposes.
- 1.2 Sandown Town Council (the Council) uses closed circuit television (CCTV) images to reduce crime and monitor The Broadway Centre in order to provide a safe and secure environment for members of the public and staff and to prevent the loss or damage to property.
- 1.3 The system comprises a number of fixed cameras.
- 1.4 The system does not have sound recording capability.
- 1.5 The CCTV system is owned and operated by the Town Council and the deployment is determined by the Town Clerk under guidance from the Town Council.
- 1.6 The CCTV is monitored centrally from the Community Centre offices and remotely by the Town Clerk and other staff as necessary.
- 1.7 The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998.
- 1.8 The use of CCTV and the associated images is covered by the Data Protection Act 1998. This policy outlines the Council's use of CCTV and how it complies with the Act.
- 1.9 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.
- 1.10 The council recognises that during periods where children and young adults are present in a controlled environment that parents and guardians may have concerns with the presence of live CCTV observation. An option will be made available to a designated and responsible individual to temporarily isolate CCTV coverage during applicable periods.

### **2. Statement of Intent**

- 2.1 The Council complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published on the ICO website.
- 2.2 In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area.
- 2.3 It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

### **3. Siting the Cameras**

- 3.1 Cameras will be sited so they only capture images relevant to the purposes for which

they are installed and care will be taken to ensure that reasonable privacy expectations are not violated. The Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

- 3.2 The Council will make every effort to position cameras so that their coverage is restricted to the Council premises
- 3.3 Members of staff should have access to details of where CCTV cameras are situated.

#### **4. Covert Monitoring**

- 4.1 The Council may in exceptional circumstances set up covert monitoring. For example: Where there is good cause to suspect that illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
- 4.2 Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.
- 4.3 In these circumstances authorisation must be obtained from the Town Clerk.
- 4.4 Covert monitoring must cease following completion of an investigation.
- 4.5 Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.

#### **5. Storage and Retention of CCTV images**

- 5.1 Recorded data will be retained for no longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.
- 5.2 All retained data will be stored securely.

#### **6. Access to CCTV images**

- 6.1 Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

#### **7. Subject Access Requests (SAR)**

- 7.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 7.2 All requests should be made in writing to the Town Clerk. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location. The Council will respond to requests within 28 calendar days of receiving the written request and fee.
- 7.3 A fee of £25 will be charged per request.
- 7.4 The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

#### **8. Access to and Disclosure of Images to Third Parties**

- 8.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Council where these would reasonably need access to the data (e.g. investigators).
- 8.2 Requests should be made in writing to the Town Clerk.
- 8.3 The data may be used within the Council's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

## **9. Complaints**

- 9.1 Complaints and enquiries about the operation of CCTV within the Council should be directed to the Town Clerk in the first instance.

## **10. Further Information**

- 10.1 Further information on CCTV and its use is available from the following:
- CCTV Code of Practice (published by the Information Commissioners Office)
  - Regulation of Investigatory Powers Act (RIPA) 2000
  - Data Protection Act 1998

<b>CCTV ACCESS REQUEST FORM</b>	
Date of Recording:	
Place of Recording:	Time of Recording:
Applicants Name and Address  Post Code	Tel no
Signature of Applicant (or parent/guardian if under 18)	
Description of Applicant and any distinguishing features (e.g. clothing) A recent photograph may be necessary to aid identification.	
Reason for request ( to be submitted to the Town Council)	
Received by:	Clerk's Signature
Date Received	Time Received
Fee Charged / N.A.  Fee Paid:	Request Approved  YES / NO
Date Applicant Informed:	