

Ref.	Function/Service
CSP1.0	Communications, Strategy & Policy
CSP1.1	Communications, Strategy & Policy
CSP1.2	Communications, Strategy & Policy
CSP1.3	Communications, Strategy & Policy
EH1.0	Environmental Health
EH1.1	Environmental health - General Administrative Work
EH1.2	Environmental health - General Administrative Work
EH1.3	Environmental health - Statutory Returns, Policies and Agreements
EH1.4	Environmental health - Statutory Returns, Policies and Agreements
EH1.5	Environmental health - Statutory Returns, Policies and Agreements
EH1.6	Environmental health - General Work – All Areas
EH1.7	Environmental health - General Work – All Areas
EH1.8	Environmental health - General Work – All Areas
EH1.9	Environmental health - General Work – All Areas
EH2.0	Environmental health - General Work – All Areas
EH2.1	Environmental health - Occupational Health & Safety Related Work
EH2.2	Environmental health - Occupational Health & Safety Related Work
EH2.3	Environmental health – Private Sector Housing Related Work Grants (including Disabled Facilities, Decent Homes, energy etc)
EH2.4	Environmental health - Licences and Registrations Related Work
EH2.5	Environmental health - Pollution Related Work
EH2.6	Environmental health - Legal Matters
EH2.7	Environmental health - Legal Matters
EH2.8	Environmental health - Internal Health, Safety & Welfare records
EH2.9	Environmental health - Internal Health, Safety & Welfare Records
HS1.0	Housing Service- General Administrative Work
HS1.1	Housing Service - Statutory Returns, Policies and Agreements
HS1.2	Housing Service - Statutory Returns, Policies and Agreements
HS1.3	Housing Service - Statutory Returns, Policies and Agreements
HS1.4	Housing Service - Statutory Returns, Policies and Agreements
HS1.5	Housing Service- General Work
HS1.6	Housing Service- General Work
HS1.7	Housing Service – records relating to the council’s statutory responsibility for housing
HS1.8	Housing Service–records relating to the council’s statutory responsibility for housing

HS1.9	Housing Service—records relating to the council’s statutory responsibility for housing
HS2.0	Housing Service—records relating to the council’s statutory responsibility for housing
HS2.1	Housing Service—records relating to the council’s statutory responsibility for housing
HS2.2	Housing Service—records relating to the council’s statutory responsibility for housing
HS2.3	Housing Service—records relating to the council’s statutory responsibility for housing
HS2.4	Housing Service - Affordable Homes
HS2.5	Housing Service - Affordable Homes
CW&P1.0	CWP - Community Grants Applications
CW&P1.1	CWP - Food Safety Information clients letters. Food Safety booking sheets
CW&P1.2	CWP - Breathe Easy Group membership list
CW&P1.3	CWP - Anti-Social behaviour
CW&P1.4	CWP - PREVENT
CW&P1.5	CWP - Community Database
CW&P1.6	CWP - SAG
CW&P1.7	CWP - Forever Active
CW&P1.8	CWP - Business Support Unit
CW&P1.9	CWP - Business Support Unit
CW&P2.0	CWP - Business Support Unit
CW&P2.1	CWP - Business Support Unit
CW&P2.2	CWP - Business Support Unit
CW&P2.3	CWP - Business Support Unit
CW&P2.4	CWP - Business Support Unit
CW&P2.5	CWP - Business Support Unit
CW&P2.6	CWP - Business Support Unit
CW&P2.7	CWP - Business Support Unit
CW&P2.8	CWP - Business Support Unit
CW&P2.9	CWP - Business Support Unit
PR1.0	HR&OD - Payroll
PR1.1	HR&OD - Payroll
PR1.2	HR&OD - Payroll

PR1.3	HR&OD - Payroll
PR1.4	HR&OD - Payroll
PR1.5	HR&OD - Payroll
PR1.6	HR&OD - Payroll
HR1.0	HR&OD - Human Resources
HR1.1	HR&OD - Human Resources
HR1.2	HR&OD - Human Resources
HR1.3	HR&OD - Human Resources
HR1.4	HR&OD - Human Resources
HR1.5	HR&OD - Human Resources
HR1.6	HR&OD - Human Resources
HR1.7	HR&OD - Human Resources
H&S1.0	HR&OD - Health & Safety
H&S1.1	HR&OD - Health & Safety
H&S1.2	HR&OD - Health & Safety
H&S1.3	HR&OD - Health & Safety
H&S1.4	HR&OD - Health & Safety
H&S1.5	HR&OD - Health & Safety
H&S1.6	HR&OD - Health & Safety
H&S1.7	HR&OD - Health & Safety
H&S1.8	HR&OD - Health & Safety
H&S1.9	HR&OD - Health & Safety
H&S2.0	HR&OD - Health & Safety
H&S2.1	HR&OD - Health & Safety
H&S2.2	HR&OD - Health & Safety
H&S2.3	HR&OD - Health & Safety
H&S2.4	HR&OD - Health & Safety
H&S2.5	HR&OD - Health & Safety
H&S2.6	HR&OD - Health & Safety
H&S2.7	HR&OD - Health & Safety
H&S2.8	HR&OD - Health & Safety
H&S2.9	HR&OD - Health & Safety
H&S3.0	HR&OD - Health & Safety
H&S3.1	HR&OD - Health & Safety
H&S3.2	HR&OD - Health & Safety
H&S3.3	HR&OD - Health & Safety
H&S3.4	HR&OD - Health & Safety
H&S3.5	HR&OD - Health & Safety
H&S3.6	HR&OD - Health & Safety
H&S3.7	HR&OD - Health & Safety

H&S3.8	HR&OD - Health & Safety
H&S3.9	HR&OD - Health & Safety
H&S4.0	HR&OD - Health & Safety
H&S4.1	HR&OD - Health & Safety
H&S4.2	HR&OD - Health & Safety
H&S4.3	HR&OD - Health & Safety
H&S4.4	HR&OD - Health & Safety
H&S4.5	HR&OD - Health & Safety
H&S4.6	HR&OD - Health & Safety
H&S4.7	HR&OD - Health & Safety
H&S4.8	HR&OD - Health & Safety
H&S4.9	HR&OD - Health & Safety
H&S5.0	HR&OD - Health & Safety
H&S5.1	HR&OD - Health & Safety
H&S5.2	HR&OD - Health & Safety
H&S5.3	HR&OD - Health & Safety
H&S5.4	HR&OD - Health & Safety
H&S5.5	HR&OD - Health & Safety
H&S5.6	HR&OD - Health & Safety
H&S5.7	HR&OD - Health & Safety
H&S5.8	HR&OD - Health & Safety
H&S5.9	HR&OD - Health & Safety
H&S6.0	HR&OD - Health & Safety
H&S6.1	HR&OD - Health & Safety
H&S6.2	HR&OD - Health & Safety
H&S6.3	HR&OD - Health & Safety
H&S6.4	HR&OD - Health & Safety
DMS1.0	L&D - Democratic services
DMS1.1	L&D - Democratic services
LEG1.0	L&D - Legal Services
LEG1.1	L&D - Legal Services
LEG1.2	L&D - Legal Services
LEG1.3	L&D - Legal Services
LEG1.4	L&D - Legal Services
LEG1.5	L&D - Legal Services
LEG1.6	L&D - Legal Services
LC1.0	L&D - Land Charges
LC1.1	L&D - Land Charges
SNN1.0	L&D - Street Naming/Numbering
SNN1.1	L&D - Street Naming/Numbering
SNN1.2	L&D - Street Naming/Numbering
Elec 1.0	L&D - Elections
Elec 1.1	L&D - Elections
Elec 1.2	L&D - Elections
Elec 1.3	L&D - Elections
Elec 1.4	L&D - Elections
Elec 1.5	L&D - Elections
Elec 1.6	L&D - Elections
Elec 1.7	L&D - Elections

Elec 1.8	L&D - Elections
Elec 1.9	L&D - Elections
Elec 2.0	L&D - Elections
Elec 2.1	L&D - Elections
Elec 2.2	L&D - Elections
Elec 2.3	L&D - Elections
Elec 2.4	L&D - Elections
Elec 2.5	L&D - Elections
Elec 2.6	L&D - Elections
Elec 2.7	L&D - Elections
Elec 2.8	L&D - Elections
Elec 2.9	L&D - Elections
Elec 3.0	L&D - Elections
Elec 3.1	L&D - Elections
Elec 3.2	L&D - Elections
Elec 3.3	L&D - Elections
Elec 3.4	L&D - Elections
DP/FOI 1.0	L&D - Data Protection and Freedom of Information
DP/FOI 1.1	L&D - Data Protection and Freedom of Information
DP/FOI 1.2	L&D - Data Protection and Freedom of Information
DP/FOI 1.3	L&D - Data Protection and Freedom of Information
DP/FOI 1.4	L&D - Data Protection and Freedom of Information
DP/FOI 1.5	L&D - Data Protection and Freedom of Information
DP/FOI 1.6	L&D - Data Protection and Freedom of Information
DP/FOI 1.7	L&D - Data Protection and Freedom of Information
PLA1.0	P&BC - Planning Applications
PLA1.1	P&BC - Planning Applications
PLA1.2	P&BC - Planning Applications
PLA1.3	P&BC - Planning Applications
PLA1.4	P&BC - Planning Applications
PLA1.5	P&BC - Planning Applications
PLA1.6	P&BC - Planning Applications
PLA1.7	P&BC - Planning Applications
PLA1.8	P&BC - Planning Applications
PLA1.9	P&BC - Planning Applications
PLA2.0	P&BC - Planning Applications
PLA2.1	P&BC - Planning Applications
PLA2.2	P&BC - Planning Applications
PLA2.3	P&BC - Planning Applications
PLA2.4	P&BC - Pre-Planning Application
PLA2.5	P&BC - Pre-Planning Application
PLA2.6	P&BC - Pre-Planning Application
PLA2.7	P&BC - Pre-Planning Application
PLA2.8	P&BC - Pre-Planning Application
PLA2.9	P&BC - Pre-Planning Application
PLA3.0	P&BC - Pre-Planning Application
PLA3.1	P&BC - Conservation and Urban Design
PLA3.2	P&BC - Conservation and Urban Design
PLA3.3	P&BC - Conservation and Urban Design
PLA3.4	P&BC - Conservation Area Appraisals

PLA3.5	P&BC - Conservation Area Appraisals
PLA3.6	P&BC - Conservation Area Appraisals
PLA3.7	P&BC - Conservation Area Appraisals
PLA3.8	P&BC - Conservation Area Appraisals
PLA3.9	P&BC - Conservation Area Appraisals
PLA4.0	P&BC - Conservation Area Appraisals
PLA4.1	P&BC - Conservation Area Appraisals
PLA4.2	P&BC - Conservation Area Appraisals
PLA4.3	P&BC - Enforcement
PLA4.4	P&BC - Enforcement
PLA4.5	P&BC - Enforcement
PLA4.6	P&BC - Enforcement
PLA4.7	P&BC - Enforcement
PLA4.8	P&BC - Enforcement
PLA4.9	P&BC - Enforcement
PLA5.0	P&BC - Enforcement
PLA5.1	P&BC - Enforcement
PLA5.2	P&BC - Enforcement
PLA5.3	P&BC - Enforcement
PLA5.4	P&BC - Enforcement
PLA5.5	P&BC - Enforcement
PLA5.6	P&BC - Enforcement
PLA5.7	P&BC - Enforcement
PLA5.8	P&BC - Building Control service
PLA5.9	P&BC - Building Control service
PLA6.0	P&BC - Building Control service
PLA6.1	P&BC - Building Control service
PLA6.2	P&BC - Building Control service
PLA6.3	P&BC - Building Control service
PLA6.4	P&BC - Building Control service
PLA6.5	P&BC - Building Control service
PLA6.6	P&BC - Building Control service
PLA6.7	P&BC - Building Control service
CT1.0	Revenues and Benefits
CT1.1	Revenues and Benefits
CT1.2	Revenues and Benefits
CT1.3	Revenues and Benefits
CT1.4	Revenues and Benefits
CT1.5	Revenues and Benefits
CT1.6	Revenues and Benefits
CT1.7	Revenues and Benefits
CT1.8	Revenues and Benefits
CT1.9	Revenues and Benefits
CT2.0	Revenues and Benefits
CT2.1	Revenues and Benefits
CT2.2	Revenues and Benefits
CT2.3	Revenues and Benefits
CT2.4	Revenues and Benefits
CT2.5	Revenues and Benefits
CT2.6	Revenues and Benefits



OPR1.8	Ops - Inspection & Enforcement
OPR1.9	Ops - Inspection & Enforcement
OPR2.0	Ops - Inspection & Enforcement
OPR2.1	Ops - Inspection & Enforcement
OPR2.2	Ops - Inspection & Enforcement
OPR2.3	Ops - Inspection & Enforcement
OPR2.4	Ops - Inspection & Enforcement
OPR2.5	Ops - Inspection & Enforcement
OPR2.6	Ops - Inspection & Enforcement
OPR2.7	Ops - Inspection & Enforcement
OPR2.8	Operations
OPR2.9	OPERATIONS - ALL SERVICE AREAS
OPR3.0	OPERATIONS - Waste, Street Cleansing, Grounds Maintenance, Parks & Open Spaces
OPR3.1	Ops - P&OS
OPR3.2	Ops - P&OS
OPR3.3	Ops - P&OS
OPR3.4	Ops - P&OS
OPR3.5	Ops - P&OS
OPR3.6	Ops - P&OS
OPR3.7	Ops - P&OS
OPR3.8	Ops - P&OS
OPR3.9	Ops - P&OS
OPR4.0	Ops - P&OS
OPR4.1	Ops - P&OS
OPR4.2	Ops - P&OS
OPR4.3	Ops - P&OS
OPR4.4	Ops - P&OS
OPR4.5	Ops - P&OS
OPR4.6	Ops - P&OS
OPR4.7	Ops - P&OS
OPR4.8	Ops - Parking
OPR4.9	Ops - Parking
OPR5.0	Ops - Parking
OPR5.1	Ops - Parking
OPR5.2	Ops - Parking
OPR5.3	Ops - Parking
OPR5.4	Ops - Waste
OPR5.5	Ops - Waste
OPR5.6	Ops - Waste
OPR5.7	Ops - Waste
OPR5.8	Ops - Waste
OPR5.9	Ops - Waste
OPR6.0	Ops - Waste
OPR6.1	Ops - Waste
OPR6.2	Ops - Waste
OPR6.3	Ops - Waste
OPR6.4	Ops - Waste
OPR6.5	Ops - Waste
OPR6.6	Ops - Waste



OPR6.7	Ops - Waste
OPR6.8	Ops - Waste
OPR6.9	Ops - Waste
OPR7.0	Ops - Waste
OPR7.1	Ops - Waste
OPR7.2	Ops - Waste
OPR7.3	Ops - Waste
OPR7.4	Ops - Markets
OPR7.5	Ops - Markets
OPR7.6	Ops - Markets
OPR7.7	Ops - Markets
OPR7.8	Ops - Theatre
OPR7.9	Ops - Theatre
OPR8.0	Ops - Theatre
COV19	L&D - COVID Response

Data Type
Project Application Files
Programme Management claims
Email marketing platform- Mail Chimp (captures email address, name and nearest town)
Assets Community value application forms
"General Administrative Work
Miscellaneous financial records
Statutory returns and their supporting evidence.

Strategies, policies or procedures.
Consultations with the public or staff in the development of Policies and Strategies. Possibly general e
Process of agreeing terms between organisations; this does not include contractual agreements.
Complaints, MP responses
Freedom of Information (FOI) or Environmental Information Regulations (EIR) requests
FOI or EIR request details
General Requests
Name, address, email, phone number
IDs Investigations
Name, address, email, phone number, medical information
Name, address, email, phone number
Health and Safety inspection and monitoring relating to asbestos.
Name, address, email, phone number, medical information

Name, address, email, phone number, medical information, financial information.
Name, address, email, phone number.
Contaminated land notices and associated papers
Name, address
Name, address
Safety inspections of equipment including PPE.
COSHH assessments.
Miscellaneous financial records.

Statutory returns
Strategies, policies or procedures
Possibly general equality data including their name, address, age
External Agreements
Details of complaints, MP responses or ombudsman's reviews.
Freedom of Information (FOI) queries that may contain personal data

Name, address, email, phone number, medical information, criminal record
Name, address, email, phone number, medical information, criminal record.

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Name, address, email, phone number, medical information, criminal record.

Name, address, email, phone number, medical information, criminal record.

Name, address, email, phone number, medical information, criminal record.

Name, address, email, phone number, medical information, criminal record.

Name, address, email, phone number

Documentation related to social/affordable housing development ,  
including nomination agreements

Housing stock transfer documents

Personal address details plus organisational bank details for payment

Personal address details

Personal address details

Criminal convictions

Criminal proceedings

Court orders

Court action that is not criminal (e.g. housing)

Health conditions (including mental health)

School details

Financial information (e.g. rent arrears)

Social services involvement

Names, addresses, DOB

Personal address details relating to their volunteering role within a charity or community group

Names and addresses of event organisers. If the PLI is in their name (as opposed to a body)  
we may also obtain their DOB when sent the PLI certificate for their road closure request

Personal details plus sensitive info

Age, gender, ethnicity and health status, disability

Post log – names of individuals

SAG Post log – names of individuals

Refunds

PPC Folder – holding addresses

Cash Bag receipts / remittances / receipt books

Service Level agreements

Safe contents, tapes, pace books and financial documents

Complaints / Flexi sheets

Community Grants

Grant award receipts

Grant Applications

Information on voluntary and community groups

Computer System – NGA ResourceLink

Payroll Files

Leaver Files

Payroll Backup Files

Computer System Reports

Tax Files

Year End Files

Personal Files

Job Application file

Service Plan

Establishment List

Sickness Record

Training Record - Staff

Statics File

HR Policies

Accident Report BI510

Accident Report BI510

Accident Report BI510

Accident Report BI510

RIDDOR Report - F2508

Accident and Incident Records

Accident and Incident Records

Accident and Incident Records

Accident and Incident Records

Accident and Incident Records

Accident and Incident Records

Safety Policy - Health and Safety Governance

Safety Policy - Health and Safety Governance

Safety Policy - Health and Safety Governance

Health and Safety Governance

Health and Safety Governance

Assessments and Inspections

Assessments and Inspections

Assessments and Inspections

Assessments and Inspections

Assessments and Inspections - Corporate and Generic Risk Assessments

Assessments and Inspections - Corporate and Generic Risk Assessments

First Aid

First Aid

First Aid

First Aid

Fire Safety

Fire Safety

Fire Safety

Fire Safety

Fire Safety

Fire Safety

Fire Safety

COSHH

COSHH

COSHH

COSHH

COSHH

Asbestos

Asbestos

Asbestos

Asbestos

Asbestos

Lead

Lead

Lead

Lead

Compressed Air

Compressed Air

PPE

Personal Details e.g. Medical Information, personal biographical data.

Councillors' interests

Councillors' personal contact details

Claims made by or against local authority including process

Any legal advice from in house or external legal advisors

Any contract, including service level agreements, agreement, deed lease, licence, conveyance, transfe

Any contract, agreement, deed lease, licence, conveyance, transfer, easement etc. NB includes evalua

Calls for Tenders, PQQs specifications, tender returns, Quotations, invitations to tender

Compliance reports, performance reports etc.

Seal registers, contract registers, registers of interests in contracts etc.

Land Charges search results

Land Charges remittance sheets

Street Naming/Numbering applications

Street Naming/Numbering cheque payments

Local Land and Property Gazetteer 'organisation' names

Paper IER Applications

Online IER Applications

Query Letters

Evidence Requests

Change of Name

Absent Vote Application

Attestation

Additional Information for Electors

Anonymous Electors
Staffing - Paperwork
Staffing - Express Information
Nomination papers
Marked Registers
Postal Vote Statements
Ballot Papers
Corresponding number lists
Tendered Votes
Certificate of Employment
Marked absent voter list
Register of elector and monthly updates
Overseas lists
Register requests
Certificate of nominating officers
Registrars list
Election expenses
Data Protection
Data Protection
Data Protection
Data Protection
Data Protection
Freedom of Information
Freedom of Information
Re-use of public sector information
3rd Party Correspondence
Consultee Correspondence
Application Form
Plans
Supporting Docs
Officers Report
Decision Notice
Extra Correspondence (post application decision)
Appeal Form
Appeal Questionnaire
Grounds of Appeal
Appeal Statement
Appeal Supporting Docs
Appeal Decision
Pre-Application Form/Letter
Plans
Supporting Docs
Decision Letter
Invoices and Purchase Orders
Copy Doc Requests
Complaints
Heritage and Urban Design advice
HAR Register
Direct correspondence with customers
Public Consultations

Consultation Event Attendance Lists
Historic Building Grant application form and all associated documents
Consultation Database (District Plan)
Neighbourhood Planning
Self-Build Register
Brownfield Register
SLAA
Emails / correspondence on allocated sites
Reporting Form (on-Line, Email & paper)
Service request
Acknowledgement email/letter
Correspondence with customer
Closure Letters
Officers report
Enforcement Notices
Appeal form
Appeal questionnaire
Grounds of Appeal
Appeal statement
Appeal supporting Doc's
Appeal Decision
File Notes
IP Details
Application Forms
Plans
Decision Notices
All supporting documents and correspondence
Site Inspection records
Completions certificates
All Notifications
Competent Persons register
Enforcement actions
Dangerous Structures actions
Council tax annual notification
Council tax account enquiries
Council tax discount
Council tax exemptions
Council tax band reductions
Council tax benefit backdated claims
Council tax benefit new claim
Council tax benefit current claim
Council tax benefit appeals
Council tax benefit overpayments
Council tax benefit renewal
Housing benefit renewal
Going into hospital
Discretionary Housing Payment
Council tax appeals
Council tax benefit renewal
Housing benefit backdated claims

Housing benefit new claim
Housing benefit current claim
Housing benefit overpayments
Housing benefit appeals
Housing benefit renewal
Private housing advice
Going into hospital
Rent determination
Discretionary Housing Payment
Debt enforcement
Debt enforcement
Valuation Lists
Court Lists
Liability Orders
Contracts executed under hand
Contracts executed as deed
Expressions of interest
Unsuccessful bids
Evaluation processes
Working documents for Statement of Accounts
Budget working papers
Payroll data disclosures
Invoicing with debtors information
Tenants information in relation to properties owned by EHDC
Conveyancing documents for properties owned by EHDC (may have name and contact details of previous tenants)
Insurance policy documentation including key declarations.
Unsuccessful tenders
Claims records:
a) Injury
b) PI
c) Motor -damage only
d) Personal accident
e) Property
f) Life
Return cheques
Work Instructions / projects / procurement
Work Instructions / customer information
Work Instructions / customer information
Work Instructions / customer information
General Files
Invoices
Case Files
Finance



Stray Dog Register
Fly Tipping
Fly Tipping
Fly Tipping Covert Cameras
Environmental Crime Case Files
Grounds Maintenance
Street Cleansing
Street Cleansing / Grounds / Refuse / Recycling
Pest Control
Pest Control & Animal Warden
General Files
Service Plan
Mayrise Computer System
Grounds Maintenance
Grounds Maintenance
Grounds Maintenance – Allotments
Grounds Maintenance - Contract Payments
Grounds Maintenance
Grounds Maintenance
Grounds Maintenance -County Invoices
Grounds Maintenance -Dog Bins
Grounds Maintenance - Playground Inspections
General Files - Landscape Designs
Library - Landscape Designs
Tree Preservation Orders - Landscape Designs
TPO General Corrs Files - Landscape Designs
Conservation Area's - Landscape Designs
Playground Play area Inspections - Monitoring Team
Capital Projects (Castle Park) / Play Areas Remedial Works / Tree Works
Projects Information - background, consultations & work info
Notice Processing of challenges received by post
Notice Processing of challenges received by email
Recording evidence in accordance with TMA 2004
Application forms for parking permits
Permit holder records
Outgoing letters
Bulky Waste
Monitoring Meetings
Invoice Files
Assisted collections & extra capacity bins applications
Operation Daily Sheets
Order & Invoices
Tonnages
Credits
Sites
Cans Consortium
Environmental Education
Publicity
Database containing name, address, tel.no, bin type, frequency, collection day etc.

Database containing name, address, tel.no, frequency, collection day etc.

Sales Bins/Sacks

Customer Files

Dead Accounts

Clinical waste

Recycling for Flats

Recycling

Licences for Traders

Licences for other Markets

Market Contract Agreement with Bishop's Stortford Town Council

Market Contract Inspection records and monitoring records

Ticketsolve – Booking system

contracts

staff emergency contact

Clinically Extremely Vulnerable Persons Data

## Purpose of Data

Required as part of the contractual obligations between East Herts Council and the Rural Payments Agency

Required as part of the contractual obligations between East Herts Council and the Rural Payments Agency

Send weekly emails to subscribers with updates on the council

In case we need to contact applicants if the asset needs to be sold

“Disposal of Documents” records. General Admin work

Public task - Information kept to help ensure correct use of public finances.

Legal obligation - Information kept in case of query regarding returns.

Monitoring and reviewing of strategies, policies or procedures to assess them.

Information kept to help ensure effective service planning.

Information used to demonstrate compliance with equality legislation.

Information kept to demonstrate work is undertaken lawfully.

Details of complaints, MP responses or ombudsman’s reviews.

Legal obligation - Information kept in case of query regarding response.

Information subject to a FOI or EIR request but due for destruction. Information kept in case of query regarding response.

All investigations, monitoring or inspections relating to regulations enforced by the Council. Information kept for the purposes of the prevention, detection and prosecution of offences.

All works in default of a notice where the Council is recovering the costs (either via notice, invoice or charge on the property).

Legal obligation

Health and Safety inspection and monitoring relating to asbestos.

RIDDOR Notifications. Information from employers and members of the public kept for the purposes of the prevention, detection and prosecution of offences.

Grants. Information kept to help ensure correct use of public finances.

Applications, registration, certification and licences dealt with by Environmental Health.

Contaminated land notices and associated papers

Prosecutions, formal cautions or other sanction of an individual or organisation.

Paperwork associated with appeals against notices served on a business or individual.

Safety inspections of equipment including PPE.

COSHH assessments. Information kept in case of issue with equipment / claim from member of staff.

Miscellaneous financial records. Information kept to help ensure correct use of public finances.

Statutory returns e.g. homelessness forms sent to the government and their supporting evidence.

Legal obligation. Information kept in case of query regarding returns.

Monitoring and reviewing of strategies, policies or procedures to assess them.

Consultations with the public or staff in the development of Policies and Strategies. Information used to demonstrate compliance with equality legislation.

External Agreements

Details of complaints, MP responses or ombudsman’s reviews. Information kept in case of query regarding response.

Freedom of Information (FOI). Information kept in case of query regarding response.

Housing Register applications: assessments, nominations and allocations.

Housing application forms and supporting material including risk assessments.

Legal obligation / Public task

Information kept to assess housing need and statutory duty/service to be provided.

Homelessness: Prevention, Relief and Homelessness Duties including reviews and County Court Appeals

Provision of temporary accommodation , including payments

Legal obligation / Public task

Information kept to assess housing need and statutory duty/service to be provided.

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Applications for Rent/Deposit loans to access private sector or loans to prevent homelessness  
Public task financial regulations  
Information kept to assess housing need and compliance with current policy /eligibility.

Housing Advice to customers that contact the council. Information kept to assess housing need and compliance with c

Referrals to other housing agencies e.g. Rose Court, YMCA

Minutes of multi-agency meetings. Information kept to assess housing need and compliance with current policy /eligibility

Careline Homeless Out of Hours reports

Documentation related to social/affordable housing development , including nomination agreements

Housing stock transfer documents. Information kept to help ensure correct use of public finances.

Legal requirement as applications provide evidence for a financial transaction

This is period of time before refresher or new training recommended

Address list requires removal of non-active members annually.

Case management

To meet statutory obligations in terms of managing Crime and Disorder – covered by legislation

Suggest retain the information securely for as long as possible for risk and community safeguarding purposes

There is no statutory obligation to keep the information but it is useful to be able to review for events.

There is no statutory obligation to keep the information but it is useful to be able to review previous application forms

Hard copy Participant Registration forms to be kept as evidence of attendance and as part of the monitoring and evaluation

No statutory obligation but useful to track incoming mail

Evidence

Evidence and to refer back to whilst IDOX PPC module is being built

To refer back to for queries on payments

Check if we need to keep copies

Check with Service Managers if we need to keep the content

Reference

Details of grant applications 17/18

12 files including archived information on grant award recipients such as Performance to Excellence, Time banking

Ring binders and box containing grant applications

Held for consultation purposes. Password protected. Recently obtained consent.

Computer system used to calculate record and track payment of salaries, wages & members allowances.

Individual employee files containing employment record, individual terms & conditions and misc. correspondence.

Individual employee files containing employment record, individual terms & conditions and misc. correspondence.

Claim forms including: car mileage, overtime, subsistence, timesheets, members expenses, post entry training etc.  
Daily, weekly, monthly, annual computer system generated reports recording transactions, movements, actions etc.

Information relating to Income Tax, NI etc. including Tax Forms P6, P45, P60, Annual returns Etc.

Working papers, documents, returns relating the preparation of final accounts close down etc. for Payroll. Includes Su  
Record of employment details from recruitment to end of employment with authority.

Applications for current vacancies.

Annual Service Plan set out what key actions need to be undertaken to deliver the service targets contained in the Str:

List of current Posts with grades etc.

Details of employee sickness record held on Delphi system

Corporate training records including Course details, attendance, feedback.

Various statistical data, returns relating to HR & Employment

Policies, Codes of Conduct and Procedures relating to employees employment.

Used accident report pad with retained stubs

Used accident report pad with retained stubs

Accident report forms and reports, with related correspondence – (Adult IP)

Accident and incident reports with related correspondence – (Minors under 18 IPs)

Reporting Injuries, Diseases Dangerous Occurrences to the HSE

Exposure to hazardous substance at the workplace:

a) general exposure

b) personal exposure of identifiable employee

Medical records under the Control of Asbestos at Work Regulations. Medical records containing details of employees

Medical records and details of biological tests under the Control of Lead at Work Regulations

Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)

Records of tests and examinations of control systems and protective equipment under the Control of Substances Haza

Health surveillance, including medical reports

Investigation of Accidents, Dangerous Occurrences and Notifiable Diseased

Notification of Hazard

Report of Violent Conduct at Work

Witness Statements - Date Created

Written statement of employers

general policy for the health and

safety at work of employees

The organisation and arrangements for carrying out the

policy as described above

Record of health and safety arrangements contained in the policy

Records of Issue or Protective and Personal Protective Equipment

Audit and review of EHC H&S provision

DSE self and desk side assessments

DSE Assessments first stage identification of users form and e-mail notification

DSE Records of corrective appliance voucher records

Manual Handling Assessments

Identification of service specific safety hazards to employees and

others on East Herts Council premises, and the conduct and results

of risk assessments in relation to a services specific work activities and functions.

Health and Safety Site and Premises Inspections

Specifications for first aid facilities and equipment

Risk Assessment of requirements for first aid provision, facilities and equipment

Appointment of qualified first aiders

List of first aiders

Fire Certificate

Assessment of requirements for firefighting systems & equipment

Nomination/appointment of Volunteer Fire Marshals

Fire evacuation/drill reports

Fire equipment repair and inspection logs

Annual fire safety equipment & systems inspections

Arrangements with external emergency services

COSHH Assessments & recommended actions

Monitoring of exposure to employees to substances hazardous to health

Examination, testing & repair of plant & equipment provided to control exposure to substances hazardous to health

Hazardous Substances Present/In use

List of employees exposed to Group 3 or 4 biological agents

Examination, testing and repair of plant and equipment provided to control asbestos levels

Identifying the presence of Asbestos

Written plans of work for undertaking work with asbestos

Medical records containing details of employees exposure to asbestos

Medical examination certificates

Air Monitoring

Health surveillance and monitoring where exposure requires individual employees to be under surveillance

Examination, testing and repair of plant and equipment provided to control exposure to lead

Risk Assessments of employees exposed to lead

Health surveillance

Records of exposure

Record of issue of personal protective equipment

The issue of personal lone worker devices, details recorded on Management Portal accessible to authorised persons and Lone worker Service providers Alarm Receiving Centre (ARC) for the purpose of personal safety

Personal interests stated

Personal contact details

Litigation

Legal Advice

Agreements under hand\*

Agreements under Seal\*

Pre Contract Documents

Contract Monitoring

Registers

No personal data

No personal data

This includes applicant's name and address, which may be personal data

A copy of the cheque is scanned in as proof of payment, this may be a business or personal cheque

Mostly company names, but does contain a small percentage of personal names

All records relating to the creation and implementation of policies under General Data Protection Regulations  
All records relating to the management of subject access requests under General Data Protection Regulations  
Records relating to the creation of data privacy impact assessments  
Records relating to the development, implementation of maintenance of the Record of Processing Activities (ROPA) under  
Records relating to the process of data mapping as part of GDPR  
All records relating to the creation of policies to deal with requests under the Freedom of Information Act 2000  
All records relating to the management of Freedom of Information Requests  
All records relating to the management of the re-use of public sector information  
To satisfy the requirements of the Openness of Local Government Bodies Regulations 2014  
To satisfy the requirements of the Openness of Local Government Bodies Regulations 2014  
To satisfy the requirements of the Openness of Local Government Bodies Regulations 2014  
In order to remain as part of the Planning Register  
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In order to remain as part of the Planning Register  
In order to remain as part of the Planning Register  
In order to inform subsequent planning proposals  
In order to inform subsequent planning proposals  
In order to inform subsequent planning proposals  
In order to remain as part of the Planning Register  
In order to remain as part of the Planning Register  
To satisfy the requirements of the Openness of Local Government Bodies Regulations 2014  
In order to remain as part of the Planning Register  
In order to inform subsequent planning proposals  
In order to inform subsequent planning proposals  
In order to inform subsequent planning proposals  
In order to inform subsequent planning proposals  
Financial Accounting  
To inform further customer requests  
In order to inform subsequent planning proposals or other service delivery issues  
No data held separately from pre-app and planning application process above  
No personal data held  
In order to inform decisions with regard to future planning proposals and the implementation of work  
In order to inform future decisions with regard to planning proposals in Conservation Areas

To provide record of attendance

To enable assessment of grant application and to inform subsequent decisions and implementation of work

In accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012, Part 6, and in accordance with The Neighbourhood Planning (General) Regulations 2012 and in accordance with section 113 of the Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016)

In accordance with The Town and Country Planning (Brownfield Land Register) Regulations 2017.

To enable the Council to update landowners if a site is proposed to be allocated through the Local Plan process.

To inform ongoing discussions through application process.

Details of reporting party to allow updates on the matter

Details of reporting party to allow updates on the matter

To acknowledge the case is open and to provide info to customer

In order to inform subsequent planning proposals and given that claims in relation to land uses are required to provide

In order to inform subsequent planning proposals and given that claims in relation to land uses are required to provide

In order to inform future planning and enforcement matters.

In order to form part of the Planning Enforcement Register

In order to inform subsequent planning proposals and given that claims in relation to land uses are required to provide

In order to inform subsequent planning proposals and given that claims in relation to land uses are required to provide

In order to inform subsequent planning proposals and given that claims in relation to land uses are required to provide

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In order to inform subsequent planning proposals and given that claims in relation to land uses are required to provide

In order to form part of the Planning Enforcement Register

In order to inform subsequent planning proposals and given that claims in relation to land uses are required to provide

In order to be able to contact land owners and others with an interest in a case

During consideration of submission, undertaking work and after to ensure that works correctly implemented

During consideration of submission, undertaking work and after to ensure that works correctly implemented. To inform

During consideration of submission, undertaking work and after to ensure that works correctly implemented. To inform

During consideration of submission, undertaking work and after to ensure that works correctly implemented. To inform

During consideration of submission, undertaking work and after to ensure that works correctly implemented. To inform

To inform subsequent enquiries in relation to work

To inform subsequent enquiries in relation to work

To inform subsequent enquiries in relation to work

In order to inform any enforcement action

In order to inform and decisions or subsequent enquiries in relation to actions undertaken.

All records relating to the Council tax annual notification

All records relating to enquiries about council tax accounts

All records relating to discounts made to council tax

All records relating to council tax exemptions

All records relating to council tax band reductions

All records relating to council tax benefit back claims

All records relating to new claims for council tax benefit

All records relating to current claims for council tax benefit

All records relating to council tax benefit appeals

All records relating to the overpayment of council tax benefits

All records relating to the renewal of council tax benefits

All records relating to the renewal of housing benefit

Notifications of people claiming benefits who is admitted to hospital must notify the local authority that deals with the

All records relating to discretionary housing payments

All records relating to Council Tax Appeals

All records relating to the renewal of council tax benefits

All records relating to back dated claims for housing benefit



All records relating to new claims for housing benefit  
All records relating to current claims for housing benefit  
All records relating to the overpayment of housing benefit  
All records relating to the management of housing benefit appeals  
All records relating to the renewal of housing benefit  
All records relating to advice given to tenants and landlords in the private sector on housing related matters such as tenancy agreements  
Notifications of people claiming benefits who are admitted to hospital must notify the local authority that deals with tenancy  
All records relating to the determination of private rents for those in receipt of housing benefits  
All records relating to discretionary housing payments  
All records relating to debt enforcement  
Case files relating to debt recovery  
Council tax, business rates and general rates  
Council tax, business rates and general rates

To operate the contract and deal with issues arising after expiry  
To operate the contract and deal with issues arising after expiry  
In case of challenge to the procurement process  
In case of challenge to the procurement process  
In case of challenge to the procurement process  
Legally required  
Legally required  
Legally required  
Legally required  
In case of an issue during tenancy  
Proof of ownership and history of ownership – required by land registration legislation  
To evidence in event of future claims  
Audit, procurement challenge

Audit, claim investigations, repeat claimants, fraud

Audit

Work Instructions and procedures relating to the processes of Operations in relation to business development and support

Work Instructions and procedures relating to the process of Abandoned Vehicles in relation to enquiries, inspection and removal

Work Instructions and procedures relating to the process of Waste Services in relation to enquiries, complaints, escalation and resolution

Work Instructions and procedures relating to the process of Parks & Open Spaces in relation to enquiries, complaints, and maintenance

General correspondence files relating to all services undertaken, includes daily letters files etc.

Invoices and supporting documentation issued to contractors who remove abandoned vehicles.

Individual case file for each abandoned vehicle containing documents and correspondence and details of ownership in relation to the vehicle

Information relating to Orders, Invoices, refunds relating to the Castle Hall (Hertford Theatre) - only information held by the theatre

Register of stray dogs, details of dog, disposal, ownership etc

DEFRA statutory Fly tip return calculation sheets and fly tip collection sheets from Veolia - No personal information

All detail relating to Fly Tipping keep on Mayrise computer system

Paperwork relating to the authorisation and use of covert cameras used to record illegal Fly Tipping

Individual case file for each environmental crime containing documents and correspondence including evidence, state

Work sheets relating to inspections of contractors performance. Data copied into Mayrise.

Work sheets relating to inspections of contractors performance. Data copied into Mayrise.

Inspections reports regarding contractor health & safety compliance

Job sheets/dockets relating to detail of work required & copy of risk assessment, benefit no's, poison sheet for each job

Orders and invoices

Contracts, Inspection, financial information relating to the supply of Healthcare products used in Public Toilets

Annual Service Plan set out what key actions need to be undertaken to deliver the service targets contained in the Strategy

Computer system used to record and track information relating to all aspects of Operations including:- Refuse Collection

Information on Sec 106 agreements, maps, plans relating to Highway verges, Open Space, parks, play Areas. Advice given

Background papers relating to new and existing areas where contract needs to be amended

Information relating to plot holders etc. including maps, plans, correspondence, invoices etc. Contains personal information

Monthly background papers and documents supporting and relating to monthly contract payments

Documents background papers relating to One-Off jobs including authorisation details

General complaints from public re grounds maintenance kept as performance monitoring data.

Background papers relating to Invoices sent to HCC re Quarterly Bill and variations to contract.

Background papers relating to Invoice raising for Emptying of Dog Bins on behalf of Parish & Town Councils.

Background papers relating to Invoice raising for playground inspections.

Advice and guidance, both internal and external, on landscaping relating to new and existing developments. Includes Planning

Library of Statutes, books, journals etc relating to Landscape design, Trees etc

Working files relating to trees subject to a preservation order. Includes original order, map/plans, maintenance work, etc

General correspondence relating to Trees not subject to TPO. Contains correspondence, maps, advice etc.

Working files relating to trees subject to a preservation order in a conservation area. Includes original order, map/plans

Inspection reports, correspondence etc relating to individual sites, ROSPA check reports etc

Procurement & contract award records for capital & revenue projects

Information on P&OS projects - inception, consultation, implementation & competition - no personal information retained

Letter from recipient of PCN is kept in a folder in order of receipt until a Notice Processing Officer considers and responds

Email from recipient of PCN is filed on the outlook Server

All incoming communication must be filed on PCN in the event of case progressing to Adjudication as all correspondents

Motorists who are eligible for permits must fill out an application form and provide documentary evidence of proof of

Name and address of permit holders kept on the PCN IT system

A record of all outgoing communication must be filed on PCN in the event of case progressing to Adjudication as all correspondents

Bulky Waste Refunds

Minutes and notes of regular Refuse/Street Cleaning Contract Monitoring meetings

Monthly invoices from contractor together with backup and monitoring papers

Assisted Collection (AC) and Extra Capacity (EC) application forms

Daily record of vehicles and staff on duty

Orders & Invoices issued by East Herts together with all paperwork relating to collection and disposal of recycling materials

Record of recycling waste collected from households and recycling sites and sent for recycling. Individual records for each

Background information from HCC to enable us to Invoice HCC to reclaim recycling credits

Historical data on location of recycling sites in district

Records of collections, tonnages, Invoices etc relating to cans collection consortium between East Herts, North Herts & St Albans

Awareness raising material mainly issued to schools relating to recycling and its impact on the environment

Leaflets, Adverts, Press releases relating to recycling and refuse collection

Database of Trade Waste customers including name, address, tel.no, bin type, frequency, collection day etc.

Database of Trade Waste customers including name, address, tel.no, frequency, collection day etc.

Record of purchases of Bins & Sacks

Individual customer records contains correspondence, invoicing details, complaints, Duty of Care Cert etc.

Paperwork from customer files once collections have finished

Details of customers who require clinical waste disposal, includes names, address, bin/sack type etc.

Details of inspection reports on suitability introduction of recycling bins to blocks of flats.

Record sheets of inspections relating to recycling box's before collection, checking for wrong items (Contaminated Bin

Paper records of Traders Licence

Paper records of other Market Licence

Market Contract Agreement

Market Contract Inspection records and monitoring records

customer data for booking

contracts for professional promotion events

staff emergency numbers

To support residents during COVID 19 pandemic

## Retention Period or Criteria

7 years from final grant payment (latest being from March 2021) so until March 2028

7 years from final grant payment (latest being from March 2021) so until March 2028

Until they choose to unsubscribe, which can be done quickly and simply at any point.

5 years – Localism Act 2011

5-years after record entry.

2-years from end of work or final payment.

5-years from the date of the return.

5-years from the date of the review.

5-years from the agreement of the policy by members.

5-years after agreement expires or is terminated.

2-years after administrative use is concluded.

2-years after last used.

6-months from the date of the FOI/EIR request.

7 years from last action relating to that inspection, investigation or monitoring.

In the case of records relating to commercial premises, the records should be held for 7-years from the closure of the business.

7-years from the full repayment of the costs.

The Limitation Act 1980 allows for claims within three years of the date on which the injury occurred

25-years from last action on case.

12-years after completion of grant / last payment of grant.

7-years after registration or entitlement lapses.

Permanent.

7-years from last action or notice is complied with or no-longer valid.

2-years after the matter is concluded.

7-years from disposal of equipment.

7-years after the chemical is no-longer used, or assessment is superseded.

2-years from end of final payment.

5-years from the date of the return.

5-years from the date of the review.

5-years from the agreement of the policy by members.

2 years from the expiry of the agreement

2-years after administrative use is concluded.

2-years after last used.

6 years after rehousing for successful applications

6 years from date an application is removed

6 years from date of final notification decision of duty owed.

6 years from date of notification of decision owed or where no duty decision applicant vacated accommodation

6 years after rehousing for successful applications or successful prevention. In addition where the council has provided financial support via a re-payable loan 6 years after the loan is re-paid. Applications that are unsuccessful destroy after current financial year plus 1 year after notification that application unsuccessful or last contact.

6 years after closure of case or last contact.

Current year plus one year after being referred.

Current year plus one year after being listed at a meeting.

Current year plus one year after being notified by agency of an out of hours call

Permanent retention

Permanent retention

Up to 7 years

3 years

Ongoing for active members, address list requires removal of non-active members annually

7 years

For as long as practical

Up to 3 years. At which time another "opt in" email will be sent.

Three years

12 months after the end of the project in October 2018.

12 months after last active involvement in FAEH.

Up to 3 years

?

Three years

Three Years

5 years

?

?

?

7 years

7 years

7 years

There is no statutory obligation to keep the information but it is useful to be able to review for ev

6 years plus current

Period of Employment plus 6 years plus current

6 years plus current

2 Years  
6 Years plus current  
P6 6 Years  
P45 6 Years P60 2 Years Annual return 6 Years  
6 Years plus current. Superannuation returns - Permanent. Annual earnings summary 12 Years  
Period of employment plus 6 years plus current  
1 year for unsuccessful applicants.  
7 Years  
Permanent  
Period of Employment plus 6 years plus current  
Period of employment plus 6 years plus current  
7 years  
Permanent  
3 years after the date of the last entry  
3 years after the date of the last entry  
Current + 6 years  
3 years after 18th birthday has passed

3 years from the date of the last entry  
or, if the accident involves a child/ young adult, then until that person reaches the age of 21.

(a) 5 Years  
(b) 40 Years  
40 years from the date of the last entry, 4 years from the date of issue  
40 years from the date of the last entry  
40 years from the date of the last entry  
5 years from the date on which the tests were carried out  
40 Years from date of last entry  
40 Years  
12 Years  
12 Years  
12 Years  
Until superseded

Until superseded  
Until arrangements are changed / superseded or replaced  
6 Years from date of issue  
10 Years  
6 Years - Termination of contract  
Until self and desk assessment has been undertaken  
6 Years - Date Created  
6 Years - Termination of Contract

Elimination of the risk + 5 years or updating of risk assessment  
Current plus 5 years  
5 Years - Date superseded  
5 Years - Review of assessment

Termination of contract
Date superseded
3 Years - Date modified
5 Years - Review of Assessment
Termination of Contract
Date Superseded
3 Years - Date of inspection
3 Years - Date of inspection
5 Years - Review of Arrangements
5 Years
5 Years
5 Years
40 Years
40 Years
5 Years
5 Years
5 Years
Date of last entry - 40 Years
4 Years from date of issue
5 Years
40 Years
5 Years
5 Years
40 Years - From date of last entry
40 Years - From date of last entry
Date of issue / Life of equipment
Date of issue / Life of equipment
Up to 18 months after the length of a councillor's term of office
In perpetuity (archived in the public interest as a historic record)
7 years after the last action
6 years
6 years
12 years
2 years after contract let or not proceeded with
2 years after contract let
indefinitely
7 years plus current year
7 years plus current year
10 years
7 years
Forever, or until the business changes hands
15 years
15 years

Data retained until consent is withdrawn

6 Months

1 year

1 year

1 year

1 year

1 year

1 year

1 year

15 years

Until 1 December of corresponding year

Until 1 December of corresponding year

Until new certificate is received or for lifetime of certificate

2 years

3 years

2 years

Until superseded

Until superseded

Until superseded

3 years

3 years

6 years

6 years after decision or Appeal

6 years after decision or Appeal

6 years after decision or Appeal

Indefinitely

6 years after decision or Appeal

Indefinitely

Indefinitely

6 Months after matter closed

3 years after appeal decision

3 years after appeal decision

Indefinitely

Indefinitely

6 years after appeal decision

Indefinitely

24 Months after response made

Indefinitely

24 Months after response made

Indefinitely

Not retained on DMS system. Paper copies are retained for Previous financial year

Not retained on DMS system. Paper copies are retained 1 Month after matter dealt with

12 Months after complaint closed. Paper copies are destroyed after Complaint Decision

All personal details will be deleted within 18 months of matter closed. Important emails (details of Digital copies will be redacted and saved on S drive. Redacted copies stored indefinitely. Paper copies



6 months after adoption of CAA
3 years after payment of any agreed grant or date of panel if grant refused
Reviewed every three years.
6 months after adoption of a Neighbourhood Plan.
After a related planning permission granted.
Annually reviewed as part of the Brownfield Register process.
Annually reviewed.
To form part of the planning application file and to be deleted accordingly
6 months once case closed
6 months once case closed
6 months once case closed
10 years once case closed for electronic copies and 6 months once case closed for paper copies
10 years once case closed for electronic copies and 6 months once case closed for paper copies
Indefinitely for electronic copies and 6 months once case closed for paper copies
Indefinitely for electronic copies and 6 months once case closed for paper copies
10 years once case closed for electronic copies and 1 year after decision for paper copies
10 years once case closed for electronic copies and 1 year after decision for paper copies
10 years once case closed for electronic copies and 1 year after decision for paper copies
10 years once case closed for electronic copies and 1 year after decision for paper copies
10 years once case closed for electronic copies and 1 year after decision for paper copies
Indefinitely for electronic copies and paper copies are destroyed After Decision
Indefinitely for electronic copies and paper copies are destroyed After Decision
6 months once case closed
N/A
Indefinitely
Indefinitely
N/A
m subsequent enquiries in relation to work
Indefinitely
Indefinitely
7 years from Year records created
7 years from Year records created
7 years from Year records created
7 years from Year records created
7 years from Year records created
7 years from Last action
7 years from Year records created
7 years from Last action on the claim
7 years from Date appeal resolved
7 years from Date overpayment resolved
7 years from Year records created
7 years from Date of renewal
7 years from Year records created
7 years from Date of payment
7 years from Date appeal completed
7 years from Year records created
7 years from Date claim resolved

7 years from Year records created
7 years from Year records created
7 years from Date overpayment resolved
7 years from Date appeal resolved
7 years from Date of renewal
1 years from Year records created
7 years from Year records created
7 years from Year records created
7 years from Date of payment
7 years from Year records created
7 years from Close of case
Permanent
7 years from Year records created
7 years from Year records created
6 years from end of contract
12 years from end of contract
1 year from start of contract
1 year from start of contract
1 year from start of contract
6 years
6 years
6 years
6 years
For the duration of the tenancy and then 8 years afterwards in line with the statute of limitations
For the lifetime of the property ownership
Key documentation that may be relied up in future years – indefinitely. Regular contract / financia
6 years

a) Regular claims – 6 years. Child- until 21st birthday. Developing illness – 50 years.

b) 6 years

c) 6 years

d) 6 years

e) 6 years

6 years

PERMANENT

PERMANENT

PERMANENT

PERMANENT

2 years after administrative period is concluded

2 years after the conclusion of the financial transaction that the record supports

2 years after the conclusion of the financial transaction that the record supports

6 years after the conclusion of the financial transaction that the record supports

PERMANENT
7 years
PERMANENT
RIPA Forms - 5 years Case Files (including recordings 7 yrs from last action
7 Years after case closed
2 yrs. after contract has expired
2 yrs. after contract has expired
2 yrs. after contract has expired
7 Years
6 years from date of transaction
2 yrs. after contract has expired
7 Years
Subject to regular Archiving
Indefinite
Life of Contract + 7 Years
6 years after agreement expires or is terminated (see 4.3 refers -Retention Guidelines v4)
7 years
7 years
7 years
7 years
7 years
7 years
5 years
Guidance books only
Permanent
5 Years
Permanent
50 Years
Ordinary contracts - 6 years after the terms of the contract have expired
Keep for reference - no personal details retained in files
Securely disposed of as soon as an officer has responded to the correspondence – Maximum 6 we
Deleted from the server annually -1 year
Kept on the system for a period of two years after case closed and then personal contact informat
Securely disposed of as soon as officer has dealt with application- 24 hours
At present, no retention process in place - TBC
2 years after case is closed
6 years after the conclusion of the financial transaction that the record supports
Contract Life + 7 Years
7 years
AC - 1 year retained only EC - 2 years
3 Years (life of contract)
7 years
Rolling 2 Years
7 years
Permanent
7 Years
Kept for reference – No personal data (5 years)
Kept for reference – No personal data (5 years)
3 Years

3 Years

3 Years

3 Years

3 Years

3 Years

3 Years

3 Years

2 Year

2 Year

Ordinary contracts - 6 years after the terms of the contract have expired

2 years after the terms of the contract have expired

6 years

2yrs +1yr

ongoing or deleted immediately when someone leaves

until 30th September 2021

Action after retention

ed or the date of knowledge

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[Redacted]

[Redacted]

[Redacted]

[Redacted]

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Archived for scientific purpo  
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Archived in the public interest  
Destroyed

Archived in the public interest

Archived in the public interest

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Archived in the public interest

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Destroyed

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(if agreed repairs, etc) will be s  
oies 6 months after adoption





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[Redacted]

Archived in the public interest

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eks

ion and attached letters are

[Redacted]

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## Comments

Paper and server

Required as part of the contractual obligations between East Herts Council and the Rural Payments Agency

Online platform

Hard copy in locked cabinet and digital copy with restricted access

Legal obligation

Examples include working information relating to payment of invoices. Main financial information will be retained sep

Examples include Food Standards Agency Return, Health and Safety Executive Return, Smoke-free return, ROLHMO Re

This might include reviews associated with service plans, strategies, or audits / monitoring for compliance with codes c

Consultations may have been undertaken as part of a review of corporate plans, strategic plans, business plans, annua

This is mainly to do with agreements between public bodies. This will include Memorandum of Understandings (MoU'

This is intended where a review of actions by the Council is needed and could include reports, complaints or ombudsm

This information would usually be held on the Council's Infreemation system, but copies of the request will also be ret

This will encompass virtually all of the enforcement work undertaken by the department including, requests for service, food, health & safety and housing inspections records.

Charges on properties can often remain for years. The paperwork surrounding the case cannot be deleted until the ch

The Limitation Act 1980 allows for claims within three years of the date on which the injury occurred or the date of kn

The Limitation Act 1980 allows for claims within three years of the date on which the injury occurred or for children, th

This includes agreement to pay loan, details of payments, correspondence relating to grant, grant files, approval letter

This will cover any of our licensing schemes including animal movement notifications, skin piercing, pet shops, street t

Archive on the server in the appropriate reference folder.

The Limitation Act 1980 allows for claims within three years of the date on which the injury occurred or the date of kn

The Limitation Act 1980 allows for claims within three years of the date on which the injury occurred or the date of kn

Examples include working information relating to payment of invoices and provision of loans to prevent homelessness

Examples include P1E returns

This might include reviews associated with service plans, strategies, or audits / monitoring for compliance with codes c

Consultations may have been undertaken as part of a review of corporate plans, strategic plans, business plans, annua

Examples DSA with Housing Associations, CAB

This is intended where a review of actions by the Council is needed and could include reports, complaints or ombudsm

This information would usually be held on the Council's Infreemation system, but copies of the request will also be ret

Paper files and scanned documents to be deleted and records on LOCATA system to be removed 6 years after rehousing or removal of application from the system.

Includes electronic information held to support processing of HR applications, or performance monitoring on Excel or Word. Electronic documents to have personal/sensitive dated removed/redacted.

Paper files and scanned documents to be deleted and records on LOCATA system to be removed 6 years after notification of decision.

Includes electronic information held to support processing of homeless applications, or performance monitoring on Excel or Word. Electronic documents to have personal/sensitive dated removed/ redacted.

Includes electronic information held to support processing of homeless applications, or performance monitoring on Excel or Word. Electronic documents to have personal/sensitive dated removed/redacted.

Paper files and scanned documents to be deleted and records on LOCATA system to be removed 6 years after notification

Not always advised that applicant has been successfully housed after referral. However after one year a new referral is

Paper files to be destroyed after meeting electronic files to be retained current year plus one year after meeting listing

kept to assess housing need and compliance with current policy /eligibility. Held for financial payments against contr

Planning holds majority of documentation related to planning consent and obligations but Housing service holds some  
Legal Service holds all documents.

Paper applications 16/17 and previous in locked cupboard but need to be archived.

Paper records initially then scanned and stored with password protection.

Electronic word document containing members addresses, password protected.

A combination.

If paper records received (e.g. diaries) they are scanned and stored on SafetyNet (electronic web based case management system); or on the O Drive which has restricted access and passwords where needed

Electronic

Electronic on M drive

Electronic

Paper forms kept in locked cupboard

Electronic information in password protected spreadsheet on M drive

Electronic

S:\Licensing&CommunitySafety\SAG

Paper (lever Arch File)

Paper (lever Arch File)

Paper – lever arch

Normal Business. Restricted Internal only

Normal Business. Confidential

Normal Business. Confidential

Normal Business. Internal Only

Normal Business. Internal Only

Normal Business. Internal Only

Normal Business. Internal Only

Normal Business. Confidential Restricted

Normal Business. Confidential

Normal Business. Internal Only

Normal Business. Confidential

Normal Business. Confidential

Normal Business. Internal Only

Normal Business. Internal Only

Permanent

3 years after the date of the last entry (see below for accidents involving chemicals or asbestos) and special provisions

3 years after the date of the last entry (see below for accidents involving chemicals or asbestos) and special provisions

Current + 6 years

3 years after 18th birthday has passed

3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches

Statutory. Confidential

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Statutory. Confidential

Statutory. Public

Statutory. Public

Statutory. Public

Statutory. Confidential

Statutory. Confidential

Statutory. Confidential

Statutory. Confidential

Statutory. Confidential

Statutory. Confidential

Statutory. Public

Business. Public

Statutory. Public

Statutory. Public





Paper kept for 1 week then details are kept on xpress  
Under review - no guidance regarding how long paper forms should be kept  
Annual review of consent for all data subjects  
Legislative retention (Representation of the People Regulations 2001)

Paper kept for 1 week then details are kept on xpress

Does not contain personal data  
Does not contain personal data  
Does not contain personal data  
Does not contain personal data  
Does not contain personal data

DMS and Uniform  
DMS and Uniform  
Paper, DMS and Uniform  
Paper, DMS and IDOX Uniform  
Paper, DMS and Uniform  
Paper, DMS and Uniform  
DMS and Uniform  
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Paper, DMS and Uniform

saved on S drive indefinitely with all personal details redacted.  
Paper, MS Outlook, and electronic



Legislative - Capita & I@W
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Procuring officer in the relevant department
Procuring officer in the relevant department
Procuring officer in the relevant department
Procuring officer in the relevant department
Procuring officer in the relevant department
Responsibility of Finance Officer
Responsibility of Finance Officer
Responsibility of Finance Officer
Responsibility of Finance Officer
Responsibility of Property team
Responsibility of Property team
Insurance and Risk Business Advisor
Insurance and Risk Business Advisor

Insurance and Risk Business Advisor
Insurance and Risk Business Advisor
Kept as part of Normal Business
Saved on G'Drive - Bus Development & Support
Kept as part of Normal Business
Mayrise - Abandoned Vehicles
Kept as part of Normal Business
Mayrise - Waste Management
Kept as part of Normal Business
Mayrise - Parks & Open Spaces
Kept as part of Normal Business
General Admin
Kept as part of Normal Business
Abandoned Vehicles
Kept as part of Normal Business
Abandoned Vehicles
Kept as part of Normal Business





Separately on the corporate finance system.  
Return, EA returns.

of practice  
Annual reports etc  
(s) such as the HSE flexible warrants MoU.  
Director's reviews.  
Based on Uniform.

Large is queried at a later date.  
Knowledge (if later) of the person injured. Asbestos has a long onset period.  
The three year period does not start until the child reaches the age of 18.

s  
Directors etc.

Knowledge (if later) of the person injured.  
Knowledge (if later) of the person injured.  
. Main financial information will be retained separately on the corporate finance system.

of practice  
Annual reports etc.

Director's reviews.  
Based on.

tion of decision.

would be required by provider.

3.

act.

information when agreeing amount and type of social/affordable housing between Registered provider



for children \*  
for children \*

the age of 21). (See below for accidents involving chemicals or asbestos)

















s and Developers.

Destroyed

Anonymised

Pseudonymised

Archived in the public interest

Archived for scientific purposes

Archived for historical purposes

Archived for statistical purposes