

# HATTON PARISH COUNCIL

## Record Management Policy

The Record Management Policy ensures that all records and information held or gathered by the Council are dealt with in an appropriate way ensuring compliance with the needs of the Council itself, Freedom of Information requests, general Data protection regulations and subject access requests.

Records are held by Hatton Parish in a number of ways to include;

1. Documents
2. Computer files
3. Electronic messages with or without attachments
4. Minutes
5. Postal correspondence.

The Clerk to Hatton Parish Council has a responsibility to ensure the records are managed in accordance to relevant legislation and decisions of the Council and these responsibilities include;

- Develop and maintain retention and disposal schedules
- Provide advice to the councillors if required
- Respond to Freedom on Information and subject access requests in a timely manner
- Act as a contact point in relation to security matters or any breaches
- Forwarding information to other parties where appropriate and relevant.

Reviewed May 2019  
Next review due May 2020