

Freedom of Information – Response – 27614

Under the Freedom of Information Act 2000, please send me the following about how the council manages email.

First, please send me any policy or guidance given to staff and to councillors about managing their council email, including how long emails should be kept, which emails must be saved or filed to the council's record systems before being deleted, and what may simply be deleted. Please include any records management or email guidance provided to newly elected councillors following the election on 7 May 2026, and tell me whether Councillor Hadwen received it and when.

All councillors received Information Governance induction training during the week commencing 11 May 2026. Later sessions were run to ensure that all councillors were able to attend. Councillor Hadwen attended a session that ran on Monday 11 May 2026.

All staff complete Information Governance training on an annual basis. This contains information on good records management practice, including use of emails.

[Please see the council's data protection webpage](#) where you can find copies of all the council's relevant information governance policies. All policies apply to staff and councillors (in their role as representative for the council). In particular, the following policies should be of note in relation to managing council information, including emails:

- Staff Acceptable Use of Information and Systems
- Records Management

In addition to the policies set out above, there is a comprehensive Information Governance for Councillors Handbook, which is available on the council's intranet pages and which all councillors were signposted to during the induction training. It was reviewed and minor updates were made at the end of May.

There is a Records Management Handbook for staff (which councillors can also access) which was published during June 2026 which sets out good records management practices that all staff should follow. Whilst it does not specify exact guidance around the management of emails, it has been drafted to give staff an understanding of council information, regardless of the format in which it is held. Staff are expected to implement those practices to all information, whether in emails, word documents, paper copies etc.

Both of those handbooks are attached, along with a copy of the slide deck and trainer's notes for the Councillor induction training.

Second, please tell me what retention or archive settings actually apply to council mailboxes, for example whether emails or deleted items are automatically removed after a set period, whether mailboxes have size limits that require users to clear space, and how long the council keeps its mailbox audit logs.

Suffolk County Council (SCC) mailboxes are not subject to back up by the council's IT service. Instead, it is the responsibility of individual account users to maintain the mailboxes that they are responsible for.

If a user permanently deletes an email (or group of) from their deleted items, then it will remain for 30 days, after which time, it will be gone.

Mailbox audit logs are kept for 180 days.

Third, so I can understand how this works in practice, please tell me, for the council email accounts of Councillor Michael Hadwen (Leader of the Council), Andrew Cook (Joint Chief Executive) and Matthew West (Assistant Director, Assets and Investment), how many emails were deleted from each account between 7 May 2026 and 10 July 2026 inclusive, broken down by week and by type of deletion as recorded in the council's Microsoft 365 mailbox audit logs, that is, items moved to Deleted Items, soft deletions and hard deletions or purges. For the two officer accounts, please also provide the same weekly figures for 1 February 2026 to 6 May 2026 by way of comparison, or for whatever part of that period the audit logs still cover. For Councillor Hadwen, whose account I assume was created on or around his election, please tell me the date the account was set up and provide the weekly figures from that date.

Please see the attached spreadsheet for this information. Please note that in the spreadsheet, "Move to deleted items" indicates items that are deleted from the user account inbox. "Soft delete" indicates items that are permanently deleted from the deleted items box.

Finally, please tell me whether each of these mailboxes was subject to any retention policy or litigation hold at any point between 7 May and 10 July 2026, and if so which and from what date; and whether any emails deleted from these accounts during that period have since been recovered or preserved.

As above, it is the responsibility of account users to maintain their email boxes. Only once items have been permanently deleted will the retention period of 30 days be triggered.

No email account was subject to any litigation hold during the time period requested, and there are no litigation holds currently in place.

To be clear, I am not asking for the content of any emails, only policies, settings, counts and dates, which I understand can be produced from existing documents and a straightforward audit log search.

11 – 14 May 2026

Jo Withey – Data Protection
and Training Manager

Information Governance for County Councillors Induction

Our information

- Information is a valuable asset that, if properly looked after and managed, enables important decisions to be made about a wide range of issues
- So that information can be used effectively, it is important that it is accurate and easy to find and understand
- If it is not managed well, there can be serious consequences, for example, reputational damage and ICO sanctions

Who is the Information Commissioner's Office (ICO)?

The UK's independent regulator for data protection and information rights

Oversees:

- UK GDPR, Data Protection Act 2018, and Data (Use and Access) Act 2025
- Freedom of Information Act
- Environmental Information Regulations



Your roles

- Division Councillor (i.e. councillors dealing with constituency/ward casework)
- County Councillor (may also be district/borough or parish/town councillor) – representing the Council, sitting on a committee
- Member of a political party



Activity 1

Why is it important for councillors to be clear about which role they are performing in at any given time, in relation to information?

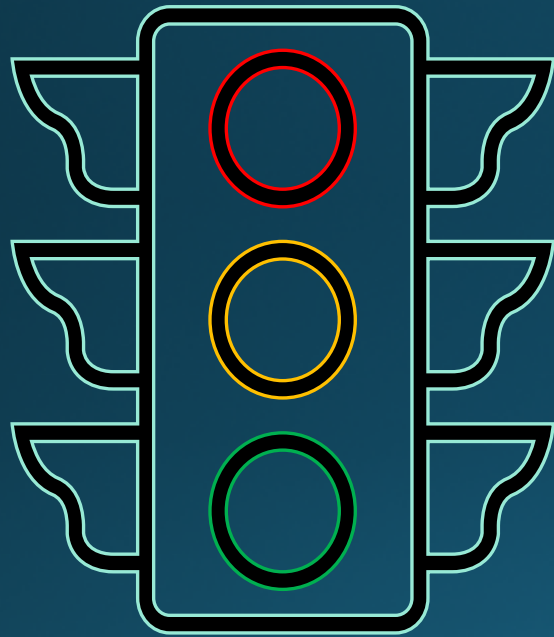
- A – Because different roles have different budgets
- B – Because different laws and responsibilities apply depending on your role
- C – Because only county councillors can handle personal data

Activity 1 - answer

B - Because different laws and responsibilities apply depending on your role

Key takeaway: *It's the activity that matters, not the title or the inbox*

Classifying SCC information



Red – most sensitive information, high risk

Amber – less sensitive information, posing less risk to privacy

Green – no risk information that is usually public

Activity 2

Which of the following is most likely to need the highest level of protection?

- A - A published council meeting agenda
- B - A press release already on the council website
- C - A resident's complaint including health details

Activity 2 - answer

C - A resident's complaint including health details

Key takeaway: *The greater the potential harm, the greater the level of protection needed*

What is personal data?



- Information that relates to an identifiable person, i.e. it allows you to identify one individual from a group
- Special category data (more sensitive personal data) is a subset of personal data and needs more protection

Examples include:

- Names, addresses, dates of birth (personal data)
- Criminal records, medical records and social care records (special category data)
- Correspondence to, from or about an individual

Ask yourself, “Can I identify the person that this relates to?”, and if the answer is yes, then it’s personal data

What is non-personal data?



- Information that relates to business or environmental matters but may still contain sensitive information

Examples include:

- Commercial information
- Contracts containing financial information and personal data
- Environmental assessments

Activity 3

Which statement best describes how councillors should think about personal and non-personal information?

A - Only personal data needs protection under information governance

B - Non-personal data is always safe to share

C - Both personal and non-personal information can be sensitive and must be handled according to the risk involved

Activity 3 - answer

C - Both personal and non-personal information can be sensitive and must be handled according to the risk involved

Key takeaway: *Personal data isn't the only thing that matters — all information must be handled proportionately and thoughtfully*

Different laws apply to different information

Personal data

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018 (the DPA)
- The Data (Use and Access) Act 2025 (the DUAA)

Non-personal data

- The Freedom of Information Act 2000 (FOI)
- The Environmental Information Regulations 2004 (the EIR)



Registration with the Information Commissioner's Office

Division Councillors

- Are exempt from the requirement to register with the ICO regarding case work – only applies to constituency casework, not running a separate business or campaign

County Councillor

- Any work will be covered by the Council's registration

Member of a political party

- The party must register with the ICO

Data protection

The law



- The UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 (DPA 2018), and the Data (Use and Access) Act 2025 (DUAA)
- Data protection law exists to give people control over how organisations use their personal data
- It also ensures that organisations, including the council and elected councillors, that are regularly using personal data look after it properly
- That means you must always think about the people whose data it is and how you can protect their privacy

The data protection principles

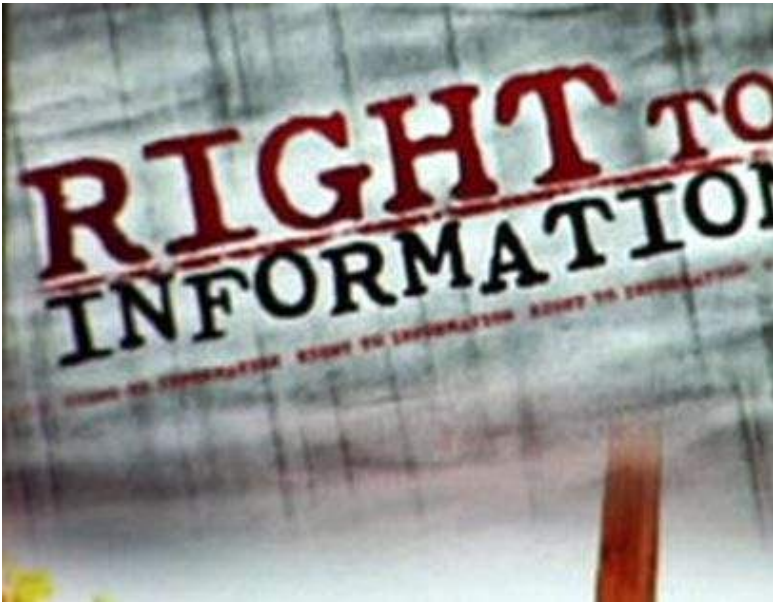
- Personal data must be processed lawfully, fairly and transparently
- You must have a clear purpose for processing
- You must ensure that personal data is adequate, relevant and limited to what is necessary
- You should take all reasonable steps to ensure the personal data is accurate
- You must not keep personal data for longer than is necessary
- You must ensure that you have appropriate security measures in place to protect personal data
- You must take responsibility for how you process personal data and its compliance with the above



Individuals' rights

Under data protection law, people have a number of rights, which include:

- The right to be informed (privacy notices)
- The right to access personal data that is held about them (subject access)
- The right to have incorrect information put right (rectification)
- The right to have information erased
- The right to restrict processing
- The right to data portability
- The right to object to processing
- Rights in relation to automated decision-making



Privacy notices

Personal information

Personal data includes information about living individuals w about them. I may need to collect personal data from you so t respond to your enquiries. I will only collect the minimum am with relevant information, services or support.

What information will I ask for?

When you ask for my help and assistance, I will usually need t information together with details of the problem or concern.

Lawful basis for processing

- As a County Councillor, any work you do which involves SCC information, will fall under the council's corporate, directorate and service privacy notices
- As a Division Councillor, there is privacy notice that has been written for the use of councillors and is linked to in all your correspondence
 - [Councillor's privacy notice | Suffolk County Council](#)

Responding to a subject access request

- If you receive a request , in your capacity as County Councillor, from a member of the public who wants to access their information, you must contact the Councillor Services Helpdesk straight away
- If you are asked to provide information in response to an individuals' rights request, you must do so within the timescales given

Sharing information

Data protection law does not prevent personal data from being shared; it sets out how it should be done safely



County Councillors

- Will need to check with the relevant SCC manager before sharing any SCC information outside of the council

Division Councillors

- Are controllers and should decide whether it is appropriate to share personal data with consideration to the data protection principles
 - Consent – only where appropriate (most disclosures rely on public task or legal obligation)
 - Where necessary for you to respond to specific requests as elected representative

Activity 4

When handling personal data as part of your councillor role, which approach is most appropriate under data protection law?

A - Collect as much information as possible, in case it might be useful later

B - Only collect and use the personal data that is necessary for the specific purpose

C - Always rely on consent so people feel reassured

Activity 4 - answer

B - Only collect and use the personal data that is necessary for the specific purpose

Key takeaway: *If you don't need it, don't collect it — and don't keep it*



Information security

- Keeping personal data secure is one of the fundamental principles of data protection law
- Controllers must ensure that they have measures in place to protect information that are appropriate for the sensitivity of the information
- There can be significant consequences if controllers get it wrong

Security incident examples

- Taking council IT equipment abroad
- Sending an email to the wrong person / distribution list
- Sharing account user information
- Publishing information on social media

Preventative measures:

- Always check SCC guidance before taking IT abroad
- Check contact details before sending personal data
- Familiarise yourself with the council's IG policies
- Double check information before you publish it anywhere
- Do not share or write down user-names and passwords
- If in doubt, ask the Councillor Services Helpdesk

Activity 5

Which of the following is the best example of good information security practice?

- A - Double-checking recipients before sending emails with sensitive information
- B - Sending personal data quickly to avoid delays
- C - Using personal devices to keep work separate

Activity 5 - answer

A - Double-checking recipients before sending emails with sensitive information

Key takeaway: *A few seconds of checking can prevent days of impact*

Consequences

Individuals

- Loss of privacy
- Risk to physical safety
- Emotional harm and distress
- Possible financial loss, e.g. ID theft

SCC

- Loss of public trust and reputational damage
- Sanctions from the ICO
- Civil claims for compensation

Councillors

- Loss of trust by constituents
- Bad publicity
- Possible breach of Code of Conduct
- Action by the Monitoring Officer
- Civil action for compensation

Freedom of Information

The law

Freedom of Information Act 2000 (FOI) relates to recorded information

- The presumption is on disclosure
- This is applicant and motive blind
- Requests must be in writing

Environmental information is covered under the Environmental Information Regulations 2004 (EIR)

- This has an even greater presumption of disclosure

Both FOI and EIR provide a right of access to all information that may be held by the council, unless one of the exemptions applies

The council's obligations

We must reply to a request as soon as possible or in any case within 20 working days

We have a duty to search for, and find all recorded information in relation to the request

If the request is not clear, we must assist the applicant in making it clear

All recorded information held that falls within the scope of a request must be considered for release

To withhold information an exemption needs to be applied

Where do you come in?

Division Councillors and information held for political purposes are not usually subject to FOI/EIR provisions

It will relate to you when you are working as a County Councillor (representative of SCC)

If a request is sent to you, and it mentions FOI or EIR, please redirect the requestor to the Information Governance team

What information should you provide?

- Information that you hold as County Councillor, will be subject to FOI/EIR if:
 - It has been given to you, or you have created it, when you are acting on behalf of SCC, whether it is stored on an SCC device or on your personal device/email account
- Information held by you for your own personal, political or division purposes, will not usually be subject to FOI/EIR

Activity 6

You receive an email asking for “all correspondence about a recent council decision” and it mentions the Freedom of Information Act. What should you do?

- A - Respond directly with the information you have
- B - Ignore it if it looks informal
- C - Forward it promptly to the Information Governance team

Activity 6 - answer

**C - Forward it promptly to
the Information
Governance team**

Key takeaway: *Don't answer
FOI requests yourself — pass
them on quickly and let the
process work*

Summary

Summary of responsibilities

	Controller	ICO Registration	Information security	Individuals' rights	Privacy notice	Information sharing	FOI / EIR
Division Councillor	Yes	No – not required to register	Yes	Yes	Yes – see the Councillor's Privacy Notice	Yes – Councillor to decide, if when, and what	No
County Councillor	No – processing on behalf of the council	No – will be covered by the council's registration	No – must follow corporate processes	No – must follow corporate processes	No – will be covered by the corporate notices	No – should refer to council guidance	Yes – if you hold relevant information belonging to the council
Member of a political party	No - processing on behalf of the party	No – will be covered by the party's registration	No – must follow party processes	No – must follow party processes	No – will be covered by the party notices	No – should refer to party guidance	No

Useful information

- Guidance for Councillors - [Information Governance for County Councillors](#)
- Councillor Services Helpdesk – councillor.services@suffolk.gov.uk
- Information Governance – data.protection@suffolk.gov.uk or foi@suffolk.gov.uk
- Information Commissioner's Office – www.ico.org.uk

Information Governance for County Councillors

A practical guide to effective information governance for councillors
Corporate Information Governance team

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Introduction

Information is a valuable asset which allows organisations to make effective decisions about a range of issues. It is important that as a councillor, you understand fully your responsibilities and how to manage information in compliance with information governance legislation. This will also enable you to conduct your business efficiently.

If it is not managed well, then there can be significant consequences, including:

- loss of reputation
- loss of trust
- formal sanctions from the Information Commissioner's Office (ICO), which could include enforcement notices, reprimands, and financial penalties.

Getting it wrong could also constitute a breach of the Councillors' Code of Conduct which may result in action being taken by the Monitoring Officer.

This guidance, whilst focussing on the role of county councillors as representatives of Suffolk County Council (SCC), also provides information to help you manage your responsibilities and information as a division councillor.

A list of definitions of key words used throughout this guidance can be found in [Appendix 1](#).

Different councillor roles

As councillors, you undertake more than one role. Depending on which role you are in, your responsibilities and obligations will differ when it comes to processing personal and special category data and responding to requests for access to information.

Division councillors

As a division councillor, you are an elected representative of your constituency and will use information to carry out casework on behalf of your constituents. This could include supporting a constituent in issuing a complaint, notes and files from surgeries, or petitions and correspondence about local issues.

Division councillors are controllers for the purposes of data protection law. As a controller, you are responsible for ensuring that your personal data handling practices meet the requirements of current data protection law (UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018).

County Councillors

County councillors are representatives of SCC and will sit on the Cabinet and on committees to make decisions about council business. County councillors may also be district/borough councillors, and/or parish/town councillors. Regardless of whether you are county, district, town or parish, your responsibilities as a representative of the relevant authority, will be similar.

SCC will be the controller for the purposes of data protection law, and you, as county councillor, will be responsible for ensuring that the information that you handle on behalf of the council is done so in line with its policies and processes.

Member of a political party

As a member of a political party, it is the party itself that is the controller and councillors will need to ensure that the information that they handle in that respect is dealt with in line with the party's policies and processes.

Whichever of the above roles you are in, it is important to remember that you must keep information relating to each one separate from the other.

Information relating to your constituency casework must be kept separately from SCC information and party information.

Party information must be kept separately from constituency casework and SCC information.

SCC information must be kept separately from constituency casework and Party information.

Types of information

The information that you process as a councillor can generally be split into two types, personal and non-personal.

Personal data

Personal data is information that relates to, and can be used to identify a living individual, for example, name, address, and date of birth.

More sensitive personal data is called special category data, for example, medical and social care records.

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Non personal data

Non-personal information is any information that is not personal data and that relates to business or environmental matters, for example, commercial information, environmental assessments, and contracts.

It is important to note that the above definitions refer to information, rather than documents.

Some documents, such as contracts, can include both *personal data* and non-personal information, for example, names of employees and financial business information.

When you process documents, you will need to take appropriate measures depending on the type and sensitivity of the information contained within.

Relevant legislation

Your use of personal and special category data is governed by:

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018 and
- The Data (Use and Access) Act 2025

The UK GDPR contains seven key principles which set out the spirit of data protection law. You can see the principles set out in [Appendix 2](#) below. They are key to your compliance with data protection law.

As a division councillor, you have responsibilities relating to how and when you can use personal data. It is up to you to make sure that you know and understand those responsibilities and have appropriate policies and processes in place that enable you to fulfil those legal obligations.

As a county councillor, any personal or special category data that you process is the responsibility of the council. You must make sure that you follow the council's policies and procedures that are in place for dealing with information. The information in this document will help you to do that.

The Freedom of Information Act 2000 (FOI) and the Environmental Information Regulations 2004 (EIR), provide a right of access to non-personal information that might be held by a relevant authority. This includes SCC.

As a division councillor or member of a political party, it is unlikely that the information you hold will be subject to the provisions of either FOI or EIR.

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However, as a county councillor, any information that you hold on behalf of the council will fall within the access provisions of the legislation. Therefore, you must be able to identify it, locate it and extract it when asked, so that it can be considered for disclosure in line with the council's obligations. Please see Part 16 below for more details about the FOI process at SCC.

Classifying information

One of the fundamental principles of data protection law is that personal and special category data are protected using measures that are appropriate to the level of sensitivity. It is important that councillors are able to identify information classifications as this will help to you make the right decisions about how it needs to be looked after.

As division councillor, you will be responsible for classifying the information that you hold in that respect. Whether you decide to develop a formal classification process is up to you.

Under data protection law, special category data is clearly defined and relates to more sensitive personal data that, if mis-handled, has the potential to have significant effects on the individual to whom it relates.

Because SCC also has a large amount of non-personal data that is equally as sensitive, the council's classification and labelling policy covers not only personal data but extends to include all SCC information.

SCC uses a "traffic light" system to easily classify its information. Please see [Appendix 3](#) for a copy of the different classifications, and examples of the information that each one includes.

Ensuring that you apply the correct classification to the information that you are processing means that SCC is able to focus its controls and resources appropriately, in terms of securing its information; for example, information classified as Red will need more robust security measures in place to protect it than information that is classified as either Amber or Green.

Emails

As a county councillor for Suffolk, you will be provided with IT equipment by SCC, and this will include an individual email account. You may use the SCC email account for both your county councillor role and as a division councillor, and it is the contact email address that will be published on the council's website.

You must not use your SCC email account for purely personal matters, for example, to order things online, or to access your personal social media accounts. Never use your SCC email address to subscribe to non-related external mailing lists, or as a user id on websites that are not related to your role as councillor.

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It is important that you keep your user account ID and password secure - do not share it with anyone else and do not allow anyone else to use your SCC IT device.

The council uses OME (Microsoft Office 365 Message Encryption) which will allow you to label any emails that contain Red level information (please see [“Classifying information”](#) above and [Appendix 3](#) below for more details about classifying information) as Official-Sensitive.

Once you have labelled your email as Official-Sensitive, it will be encrypted before it is sent, to make sure that it remains secure and the label “Official-Sensitive” will be added to the subject header of your email.

As an SCC councillor, your email address will be published on the council’s website. This does mean that you are likely to receive spam and/or “phishing” emails.

Spam emails are unsolicited emails with the main aim being advertising, phishing, fraud or spreading malware. Phishing emails are a specific type of spam email in which the sender poses as a legitimate institution to try and lure you into providing them with information, such as banking and credit card details, or user-names and passwords.

If you receive an email into your SCC email account which you believe might be spam or phishing, do not open it and delete the message. Only open an email if you are certain that it is genuine. If you open a spam email or have responded to a phishing email in error, please contact the IT Service Desk so that they can investigate it further. Do not log into your device or access your account on any other device until IT have confirmed that it is safe to do so.

Records Management

Good records management practices are vital to ensuring that information assets are used as efficiently as possible and in line with any statutory obligations, for example data protection law. It will mean that:

- decisions can be made efficiently and with confidence that the information is accurate
- it is easier to locate and provide information in response to requests, for example, SARs and FOI
- information is not kept for longer than necessary (see [Appendix 2](#), principle number 5, in respect of personal data)

As a county councillor, you must follow the council’s policies (please see the link provided in [Appendix 8](#)) and processes when it comes to processing information, including where information should be filed, how it can be used and how long it should be kept for. If you are unsure, please check with Councillor Services for more guidance.

As division councillor, you should ensure that you implement good records management in respect of any information that you collect and process in that role.

The following Do’s and Don’ts apply as equally to the information that you hold as a county councillor and a division councillor:

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Do - Regularly review your records, both electronic and paper - Make sure that information is saved in an appropriate filing system where it can be accessed by anyone who is authorised to access it - Put in place retention periods for the information that you hold and review it at the end of that period and either destroy it, or re-assess the retention period - Keep information that relates to the different councillor roles separate from each other	Don't - Don't use Outlook folders as a filing system – emails should either be filed appropriately or deleted once they have been actioned - Don't keep information forever, just in case it might be useful. If you no longer have a business need for it, and it has reached its retention date, then delete or destroy it - Don't keep duplicates of information – duplicates and drafts can be deleted once they have been finalised
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Data protection fee to the Information Commissioner's Office (ICO)

Since April 2019, it is no longer a requirement for elected representatives (which includes councillors) to pay a controller's data protection fee to the Information Commissioner's Office (previously known as notification or registration).

It is still a requirement for SCC and any political parties, of which you may be a member, to make sure that they pay the appropriate fee. Therefore, any work that you do on behalf of SCC or a political party, if relevant, will be covered by their fee.

Individuals' rights – subject access

Under data protection law, individuals have several rights, the most common of which is known as the right of subject access, or a subject access request (SAR).

The right of subject access allows individuals to request access to all the personal and special category data that is held by a controller and creates an obligation on controllers to respond in full within one month of receipt (28 calendar days).

Once a request has been received and the controller is satisfied of the individual's identity, then the controller must collate all relevant information, check it and redact any information that the individual may not be entitled to (e.g. personal data that relates to someone else). The controller must then provide the individual with their response that includes copies of their personal and special category data, where appropriate.

As a division councillor (and controller), you are responsible for ensuring that you recognise a SAR when you receive one in respect of information that you may hold about your

constituents. You must also have a process in place that enables you to record and respond to such requests.

Please see [Appendix 4](#) for a useful checklist for division councillors, and [Appendix 8](#) for links to guidance from the ICO, including how to process SARs.

In SCC, SARs are co-ordinated and processed by the Information Governance team (IG team). Therefore, if you ever receive a request from an individual in your capacity as county councillor, requesting copies of information that you or SCC hold about them, [please send it to the IG team](#) without delay so that it can be logged and the process started.

If you receive correspondence from an SCC member of staff asking you to check for and provide any information in response to a SAR, then please make sure that you respond within any timescales given.

You will need to check the following, and anywhere else that it may be held, for any relevant information:

- Electronic files and emails
- Calendar and diary entries
- Any paper notes or records

Individuals' rights – the right to be informed and privacy notices

One of the other key rights under data protection law, is that individuals have the right to be informed about the collection and use of their personal data. This is achieved using privacy notices.

SCC has published its corporate privacy notice, along with directorate and service privacy notices on its website. The personal and special category data that you process as county councillor, will be covered by these notices.

As a division councillor (and controller), you need to make sure that you also keep people informed of how you process their personal data. SCC has produced a privacy notice for councillors to use, and it is also published on the council's website. You can find a link to this privacy notice in [Appendix 8](#) below.

It is important that people who contact you are made aware of this privacy notice so in addition, all emails that you send using your SCC email account have an automatic footer added to them that includes a link to the councillor privacy notice.

Other individuals' rights

In addition to the right of access and the right to be informed, there are other individuals' rights under data protection law. They are:

- The right to request that incorrect or incomplete personal data is corrected or completed (the right to rectification)
- The right to request that personal data is erased (also known as the right to be forgotten)
- The right to restrict processing of their personal data (the right to restrict processing)
- The right to obtain and reuse their personal data across different services (the right to data portability)
- The right to object to processing of their personal data (the right to object)
- Rights around automated decision making

In SCC, there are corporate processes in place that enable the council to respond in line with its obligations under the law that is managed by the Information Governance team. As with SARs, the time limit for response is one month (28 calendar days).

If you receive a request from someone who is seeking to exercise one of the above rights, please send it without delay to data.protection@suffolk.gov.uk so that it can be logged and processed.

As a division councillor, you must be able to recognise these requests and have in place processes to record and respond to them.

Please see [Appendix 4](#) for a useful checklist for division councillors, and [Appendix 8](#) for links to guidance from the ICO in relation to individuals' rights.

Data protection complaints

Under the Data (Use and Access) Act 2025, as a division councillor, you are expected to handle personal data lawfully, securely, and transparently.

A key element of this responsibility is ensuring that individuals can raise concerns or complaints about how you have used/are using their personal data.

Any complaints you may receive about how SCC has or is using someone's personal data should be directed to the Information Governance team so that it can be managed in line with SCC's formal Data Protection Complaint process.

However, you could also receive a data protection complaint as a division councillor where a constituent or individual believes their data has been:

- shared without consent or lawful basis
- used for purposes other than originally intended
- retained for too long

- incorrect, outdated, or misleading
- accessed inappropriately
- not kept secure

Complaints may also arise in relation to:

- Casework handling
- Email communications
- Use of personal devices or messaging platforms
- Political or constituency activity

As a division councillor, you should have a complaint process in place. This does not need to be complex, but it must be clear, consistent, and documented.

Individuals must know how to raise a concern. This could include:

- a dedicated email address
- clear signposting via email signatures or webpages

Complaints should be acknowledged promptly, typically within five working days (as a matter of good practice).

You should make sure that you can identify whether the complaint relates to personal data, understand the nature of the complaint and be able to provide an appropriate response within a reasonable amount of time.

You should maintain a simple record of complaints received, actions taken, advice sought, or escalation made, and the outcomes. This will support accountability and demonstrate compliance if challenged.

Information security

Under data protection law, controllers have an obligation to ensure that, when they are processing personal and special category data, they have in place suitable measures to protect it.

As a county councillor, the information that you process on behalf of SCC is subject to its security measures. You must ensure the security of any SCC information that is in your possession at all times. Current measures that are in place include:

- encrypted mobile devices
- unique user account IDs and passwords
- follow-me printing facilities
- blue bins in offices for secure disposal of information
- card access to buildings
- lockable information storage facilities, e.g. filing cabinets, pedestals
- secure emails, including Official-Sensitive marking and the use of TLS

- not taking SCC IT equipment abroad or accessing SCC data and systems from your personal device when abroad – please see [Appendix 8](#) below.

At the end of your term as county councillor, you must ensure that all SCC information in your possession is returned to SCC. [Please see the section entitled “Outgoing councillors” below.](#)

As division councillor, you will need to make sure that when you collect personal data from your constituents, that you can secure it appropriately, whether you are working from council premises or from home. The more sensitive the information, the more care you must take to look after it.

Consider implementing the following measures:

- Lock away paper information when you are not using it
- Do not store information about or provided to you from your constituents on unencrypted devices
- Make sure that you dispose of information securely when you have finished with it, for example, use a cross-cutting shredder
- Don't leave information where it could easily be accessed by someone who is not entitled to access it – this includes family members
- Make sure that when you send sensitive information, either by post or by email, that you take necessary steps to secure it, for example, checking that you have the correct contact details for the recipient, use encrypted emails, or Royal Mail Special delivery
- Remember to lock your computer screen if you leave it, even for short periods, or shut it down when you no longer need it

Lawful bases for processing personal data

As a Councillor, you must ensure that any personal information you process is done lawfully and in accordance with UK data protection legislation (UK GDPR and the Data Protection Act 2018) ([see data protection principle 1 in Appendix 2 below](#)).

This means that **you must identify and record an appropriate lawful basis** before collecting, using, sharing or retaining personal data. The lawful basis you rely on will depend on the nature of the data and the purpose of the processing.

Failure to identify a valid lawful basis means the processing is unlawful.

Processing personal data

In most circumstances, your processing of personal data will rely on one of the following lawful bases:

a) Public task – Article 6(1)(e)

This will be your primary lawful basis.

You can rely on this where processing is necessary for:

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- performing your role as an elected representative
- carrying out constituency casework
- undertaking duties that are in the public interest
- exercising official functions that have a clear legal basis

b) Consent – Article 6(1)(a)

You may rely on consent where an individual has given you clear permission to use their personal data for a specific purpose.

However:

- consent should only be used in limited circumstances
- consent must be **freely given, informed and capable of withdrawal**
- you must be able to demonstrate that consent was obtained

c) Legitimate interests – Article 6(1)(f)

This may apply where you are acting outside your formal public function, for example:

- Community engagement activities
- Correspondence not covered by council duties
- Following up informal enquiries

You must ensure:

- the processing is necessary
- the individual would reasonably expect it
- the impact on the individual is minimal
- a balancing test has been considered

d) Recognised legitimate interests – Article 6(1)(ea)

This applies in specific legal circumstances, including disclosing personal data to public authorities (e.g. SCC or health bodies), where those organisations require the data to carry out their own public functions.

This basis is limited in scope and should only be used where clearly applicable.

Processing special category data

Special category data (e.g. health information, ethnicity, political opinions) requires both:

- a lawful basis under Article 6, and
- an additional condition under Article 9

You may rely on the following:

a) Explicit consent – Article 9(2)(a)

Where the individual has given explicit consent for a specific purpose

N.B. This carries a high standard and must be clearly evidenced

b) Substantial public interest – Article 9(2)(g)

This will apply in most casework scenarios, supported by the Data Protection Act 2018. Relevant conditions include:

- statutory and government purposes (Schedule 1, Part 2, Section 6)
- safeguarding of children and individuals at risk (Schedule 1, Part 2, Section 18)
- political activities, including casework (Schedule 1, Part 2, Section 22)
- responding to requests made to an elected representative (Schedule 1, Part 2, Section 23)

You must ensure that:

- processing is necessary for the purpose
- appropriate safeguards are in place

Processing criminal offence data

Criminal offence data includes:

- criminal records or history
- allegations (including unproven)
- DBS or police checks
- information about victims or witnesses
- details of criminal penalties

This type of data requires:

- a lawful basis under Article 6, and

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- a specific condition under Schedule 1 of the Data Protection Act 2018

You may process this data where necessary for casework, including reliance on:

- Statutory and government purposes (Schedule 1, Part 2, Section 6)
- Safeguarding of children and individuals at risk (Schedule 1, Part 2, Section 18)
- Political activities, including casework (Schedule 1, Part 2, Section 22)
- Responding to requests as an elected representative (Schedule 1, Part 2, Section 23)

You must only process this data where:

- it is strictly necessary
- the individual has provided it in the context of seeking assistance
- appropriate confidentiality and safeguards are applied

Use of legitimate interests – general and recognised

The general legitimate interest basis under Article 6(1)(f) allows you to process personal data in ways that individuals would reasonably expect and that have a minimal impact on privacy, or where there is a justified reason for processing personal data.

Examples include:

- responding to enquiries outside your formal remit
- continuing correspondence with constituents
- local engagement activities

Where you rely on legitimate interests, you must ensure that:

- the processing is necessary for a clear purpose
- the individual would reasonably expect their data to be used in this way
- the impact on the individual is proportionate

The recognised legitimate interest basis under Article 6(1)(ea) allows you to disclose personal data to a public authority, for example Suffolk County Council, or to health organisations, where they need it to carry out their public functions. Recognised legitimate interests apply only in limited circumstances defined in law.

You should not rely on legitimate interests if:

- public task would be more appropriate
- the processing could cause undue impact or harm

Withdrawal of consent

When you rely on consent:

- individuals have the right to withdraw consent at any time
- you must stop processing their data once consent is withdrawn (unless another lawful basis applies)

In practice, most councillor processing will rely on public task, rather than consent, which should be used as the exception, rather than the default.

Key takeaways

- Always identify a lawful basis before you begin to process personal data
- Public task will cover most councillor activities
- You will need to identify additional conditions for special category data and criminal offence data
- Only collect and process the minimum amount of information necessary
- Ensure you have appropriate safeguards in place and maintain confidentiality at all times

There is a useful interactive tool on the ICO website that will help you to decide which legal basis applies when you are processing personal data. Please see the link in [Appendix 8](#) below.

Information security incidents

An information security incident is an incident that affects the security of information, either personal or non-personal. A personal data breach is when a security incident affects the confidentiality, integrity or accessibility of personal or special category data and breaches the security requirements under data protection law.

Please see [Appendix 6](#) for examples of security incidents.

SCC has a corporate process in place for dealing with information security incidents. As a county councillor, if you become aware of an incident that affects SCC data, you must make sure that you report it, via IT Self Service, as soon as possible.

Under data protection law, SCC must notify the ICO within 72 hours of being made aware of a breach if it is likely to have a harmful effect on the person that it is about.

Please see [Appendix 7](#) below for a step-by-step guide on how to report an information security incident in accordance with the council's policy.

As a division councillor, you are a controller and are therefore responsible for ensuring the security of the information that you process for your constituency casework. This means that you must be able to recognise information security incidents, and personal data breaches. You must have in place a process whereby individuals can report security incidents to you. That process must include provision for investigating individual incidents and taking steps to rectify them.

You need to notify the ICO about a personal data breach when the effect of that breach results in a risk to the rights and privacy of the person affected.

If that risk is significant, you must also let the individual affected by the breach know, so that they can take protective action if necessary.

Information sharing

There is a misconception that data protection law will prevent personal and special category data from being shared. This is not true; data protection law will facilitate sharing of personal and special category data provided sharing is done in compliance with the law.

As county councillor, if you receive a request to share SCC information, this request should be passed to the relevant manager who has responsibility for the information so that they can decide in line with SCC's information sharing practices. If you are unsure, please contact either Councillor Services or the Information Governance team. Please see [Appendix 8](#) below which includes contact details.

As a division councillor, you are the controller and can make the decision about whether you wish to share personal and/or special category data when requested.

One of the things that you will need to make sure you are clear about is what your legal basis is for sharing the data, for example if you are relying on the lawful basis of consent to share data, you will need to check with the individual whether they consent to you sharing it with a third party.

The ICO has produced guidance entitled, "Data Sharing: A Code of Practice" which will help you to decide whether to share personal or special category data and how to make sure you do it in compliance with data protection law.

Please see [Appendix 4](#) for a checklist of things you will need to consider before you share personal or special category data in your role as division councillor and [Appendix 8](#) for a link to the ICO's Data Sharing code of Practice.

Freedom of Information and Environmental Information

As per Part 4 above, information that you hold as either a member of a political party or as a division councillor will not usually be subject to FOI provisions. However, as a county councillor you may hold information belonging to SCC, which does need to be considered for disclosure under FOI/EIR legislation if a request is received.

Information that you hold as a county councillor will be subject to FOI/EIR if it has been given to you by SCC, or when you are acting on behalf of SCC, or if you have created it as part of your role at SCC. It does not matter if the information is stored on your SCC device or on your personal device/email account.

In the council, FOI/EIR requests are coordinated by the Information Governance team, and the council has a limited time, 20 working days, in which to provide a full response to requestors.

Therefore, if you receive a request for access to non-personal information that the council holds, then [you must forward it to the Information Governance team as soon as possible](#), so that it can be logged.

If you receive correspondence from an SCC member of staff asking you to check for and provide any information in response to an FOI/EIR request, then please make sure that you respond within any timescales given.

You will need to check the following, and anywhere else where it may be held, for any relevant information:

- Electronic files and emails
- Calendar and diary entries
- Any paper notes or records

Retention of information

Keeping information for longer than you need to can cause significant problems when it comes to storage and management, so it is important to make sure that you review the information that you hold regularly.

County councillor – SCC information

As a county councillor, most of the information that you hold on behalf of SCC will be subject to statutory retention periods. This means that legislation requires certain types of records to be kept for a specified period of time. For example, financial and HR records are typically retained for six years, plus the current financial year.

It is good records management practice to return SCC information to the relevant service when you no longer have a business need to retain it. Alternatively, if you hold copies of SCC information, you should securely delete them or, in the case of physical records,

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dispose of them using the blue confidential shredding bins located throughout SCC buildings.

Where you have created new information in your role as a county councillor, you must ensure that it is provided to the appropriate service where it constitutes a record of a decision, action, or business activity carried out on behalf of SCC. This ensures that the information is retained as part of the council's official records and managed in line with its records management policies.

Division councillor – constituency information

In the absence of any statutory retention periods, as division councillor, you will need to make sure that you have set appropriate retention periods in place for the information that you collect and hold, so that you are not keeping volumes of personal data and other information indefinitely.

A retention period should indicate the length of time information should be kept for in relation to its business value, along with a trigger point, which is the point at which the retention period begins.

The key considerations when looking to implement a retention period are:

- Why the information was collected in the first place
- What business need is there to retain the information?
- Are there any follow-up process that need to be considered, for example, is there a complaint or appeal process that could be triggered that needs to be accounted for?

Please see [Appendix 5](#) below which sets out key considerations when deciding on appropriate retention periods for the different types of information that you might hold as division councillor.

Outgoing councillors

When you stop being an elected representative, either because you step down, or because you are not re-elected, you still have obligations in relation to the management of the personal and special category data that you hold because of your position.

Casework records

Closed cases

Any records that you hold in relation to cases that have been closed *and are unlikely to be re-opened*, should be securely destroyed - see below.

Any records that you hold in relation to cases that have been closed *and are likely to be re-opened*, should be considered on a case-by-case basis and in line with the advice below in relation to Open cases.

Open cases

Any records you hold in relation to open cases (or closed cases that are likely to be re-opened) should be considered in line with the expectations of the individuals they concern.

If you are not sure what your constituents' expectations are, you can contact them to ask.

You can offer constituents options such as:

- Securely destroying the records
- Passing the case file to the new elected representative or
- Giving the casefile to the constituent so they can decide whether they want to pass it on

N.B. casework records **must not be automatically passed to your successor** without consent from your constituent.

Special category data

Under data protection law, councillors only have four days after an election if not re-elected to process (including holding) special category data.

Given the short timescales involved, guidance from the Information Commissioner's Office provides that elected representatives should review any records that contain special category data in advance of any elections, so you have time to consider what to do with the records.

Checking email inboxes and cloud storage

Before leaving office, you should make sure that any personal data linked to your casework is removed from all locations where it may have accumulated.

This includes checking personal and council email inboxes (including sent items and downloads), cloud-storage apps, and any files saved on personal devices.

All casework records stored in these places should either be securely destroyed or handled in line with the constituent's chosen option.

Secure destruction

When records need to be disposed of, they must be **securely destroyed** so that the information cannot be reconstructed or retrieved.

This includes shredding paper records using a cross-cutting shredder, or by putting them in the council's blue confidential bins.

You should use secure-deletion methods for digital files.

Secure destruction is required for any closed casework that is unlikely to be reopened and is also one of the options that constituents may choose when deciding how their information should be handled.

SCC records

Any information that you have been provided with in your capacity as committee member for SCC or that you hold on behalf of the council, for example documents, reports, or information shared with you for committee work, should be returned to the relevant service or, if copies of existing SCC information, securely deleted.

At a glance: What outgoing councillors must do

You continue to have obligations for any personal or special category data you hold after leaving office, regardless of whether you step down or are not re-elected.

Closed cases (unlikely to reopen): securely destroy all records.

Closed cases (likely to reopen): treat them in the same way as open cases.

Open cases: consider the expectations of the constituent; if unsure, contact them to ask.

Constituents may choose between:

- secure destruction of their records
- transferring the case file to the new councillor
- receiving the case file themselves to decide what happens next

Casework must never be automatically passed to your successor without the constituent's consent.

Special category data: if not re-elected, you may only process (including holding records) this data for four days after the election; review such records before elections to allow time for decisions.

Advice and assistance

If you would like further advice and guidance about any of the information provided in this document, please contact either Councillor Services, or the Information Governance team.

If you have any concerns relating to IT security, [please contact the IT Service Desk without delay](#).

All contact details can be found in [Appendix 8](#) below.

Appendix 1 – Key data protection definitions

Controller – Under data protection law, the controller is responsible for making decisions about how personal data is processed and for what reasons. The controller is also responsible for making sure that they comply with their obligations under data protection law. Failure to do so could lead to sanctions from the ICO.

Data protection law – Currently the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Data (Use and Access) Act 2025.

Information Commissioner's Office (ICO) – The ICO is the information governance regulator for England and Wales. The ICO has responsibility for upholding individuals' rights and has power to implement sanctions against organisations who are not meeting their obligations under the law.

Information security incident – an incident that affects the security of either personal or non-personal data, which may result in a personal data breach.

Personal data – information that relates to a living person, that may be used to identify that individual. Examples include:

- Name
- Address
- Date of birth
- Contact details – email address, telephone number

Personal data breach – An information security incident that results in a breach of security of personal data that leads to the accidental or unlawful:

- destruction of
- loss of
- alteration of
- unauthorised disclosure of; or
- access to

personal data stored or otherwise transmitted or processed.

Privacy notice – A published notice that explains a controller's use of personal and special category data, including:

- What personal and special category data is processed
- The purpose for processing that data
- The lawful bases that apply to each part of the processing
- How long personal and special category data will be kept for
- Details about how individuals can exercise their rights in relation to the personal and special category data that a controller is processing

Process(ing) – Any use of personal or special category data including, but not limited to:

- Collecting
- Storing
- Manipulating
- Sharing
- Deleting

Special category data – is more sensitive personal data, and is defined in the UK GDPR as being:

- Personal data that reveals racial or ethnic origin
- Personal data that reveals political opinions
- Personal data that reveals religious or philosophical beliefs
- Personal data that reveals trade union membership
- Genetic data
- Biometric data
- Data about health (including social care)
- Data about someone's sex life
- Data about someone's sexual orientation

Subject access request (SAR) – A request made by an individual for access to the personal data that a controller holds about them.

TLS (Transport Layer Security) – TLS builds on the council's use of Microsoft O365 Message Encryption (OME) by setting up a secure "tunnel" between SCC and other organisations who have TLS in place. This means that if you mark an email as Official-Sensitive and there is a TLS connection in place, the email is guaranteed to be sent securely.

Appendix 2 – The data protection principles

The data protection principles can be found in Article 5 of the UK GDPR and they are the “good house-keeping” rules of data protection law. As long as you can show that when you process personal or special category data, you are within the limits of the principles, then generally, you will be compliant with the law.

They will apply to division councillors, i.e. when you are processing personal data as part of your constituency case work. This is because as a division councillor, you are a controller and are responsible for the personal data that you use in your constituency casework.

The principles are as follows:

1. When you process personal data, you do so lawfully, fairly and transparently (lawfulness, fairness and transparency principle)
2. When you collect personal data, it will be for a specific, explicit and legitimate purpose (purpose limitation principle)
3. When you use personal data, you will collect and use the minimum amount needed to achieve your purpose (data minimisation principle)
4. When you process personal data, you will make sure that it is kept accurate and up-to-date (accuracy principle)
5. You must not keep personal data for longer than you need it (storage limitation principle)
6. You must make sure that you have appropriate security measures in place to protect the personal data that you hold (security principle)
7. You must take responsibility for the ways in which you use personal data and how you comply with the other principles (accountability principle)

Appendix 3 – Classification of SCC information

The purpose of this guidance is to classify all written, spoken and technological information by its sensitivity so that you can decide the appropriate measures you need to take to protect it.

SCC uses a traffic light rating system (i.e. Red, Amber, Green) to identify the sensitivity of its information. Please see the table below for information to help you classify the data you are working with:

SCC classification levels	Definition	Examples of information
RED	Information which poses high risk to privacy. This could include: information about an individual's ethnicity • political opinions • religious or philosophical beliefs • trade union membership • genetic data • biometric data where it is used to identify people • sex life and sexual orientation • gender reassignment • criminal offence data • health information	• Health & Social Care records • Financial information • Employee data • Health, safety and wellbeing • Corporate information e.g. information which would have a significant impact on the reputation or business of SCC
AMBER	Information which poses little or no risk to an individual's privacy. N.B. It should be noted that if the information is contained within a RED level document, or if you are using large volumes of AMBER level data, it should be treated as RED level data – see above	• Business contact information including email addresses, postal addresses and phone numbers • Customer names and addresses • Unique identifiers such as NHS numbers, NI numbers, case management system ID numbers, e.g. Liquid Logic

GREEN	Information which poses no risk to privacy	• Information that would be disclosed under a Freedom of Information (FOI) or Environmental Information (EIR) request • Information that is routinely published, e.g. staff salaries, statements of accounts, Cabinet meeting minutes
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Appendix 4 – Checklist for division councillors

As a division councillor, you are a controller for the purposes of data protection law. You may use the checklist below as a guide, but you must make sure that as controller, you fully understand your responsibilities and have the correct processes in place. Please see the ICO resources in [Appendix 8](#) for further guidance about your obligations.

Information security

- ☐ Have in place measures to protect the personal data that you hold, for example, lockable filing systems, and encrypted electronic devices
- ☐ Have in place a process for recording and investigating information security incidents and personal data breaches
- ☐ Know when you need to notify the Information Commissioner's Office of more serious information security incidents
- ☐ Have in place processes for notifying individuals when their information has been involved in an information security incident

Individuals' rights

- ☐ Know where the councillor privacy notice is and ensure it is linked to in all communications (there is an automatic statement included on all email correspondence that is sent from your SCC IT account), and on any blogs or webpages that you control
- ☐ Know how to recognise a subject access request and understand when the right of access applies
- ☐ Recognise the other individuals' rights under data protection law
- ☐ Have a policy in place that sets out how you will record requests exercising individuals' rights, both verbal and written
- ☐ Understand when you should redact information when responding to a subject access request
- ☐ Understand the time limits that govern your response to individuals' rights requests and have a process in place to ensure you can comply with those time limits
- ☐ Have in place sufficient processes to allow you to locate and retrieve information so that you can respond to individuals' rights requests

- ☐ Ensure that you can deliver information to an individual securely when responding to an individual's rights request

Information sharing

- ☐ When you receive a request to share information, consider the following:
 - What is the request for sharing trying to achieve?
 - Is there a safeguarding reason for sharing the information?
 - Are there any risks to individuals that may arise as a result of sharing or not sharing?
 - Would the individual think that sharing their information in this way was fair?
 - Could you achieve the same purpose without sharing information?
- ☐ Make sure that if you decide to share any information, you only share the minimum amount required to achieve the purpose
- ☐ Check to make sure you have a lawful basis to share the information (see [the section on lawful bases](#) above, and the link to the ICO interactive tool to establish legal bases in [Appendix 8](#))
- ☐ If you decide to share information, make sure that you apply appropriate security when you send it
- ☐ Make sure that you record your decision, and the reasons for that decision. This includes occasions when you decide not to share information

General good practice

- ☐ When you go on to share constituent information to assist with an issue, make sure that you only send the minimum amount of information necessary and, if you are unsure about who to send it to, consider phoning to check the correct person before you send any information
- ☐ Use your SCC email account as far as possible to ensure that your emails have adequate technical security
- ☐ If you receive personal or special category data in error, do not compound a potential personal data breach by forwarding it on. Instead, contact Councillor Services or Information Governance for advice
- ☐ If a matter involves safeguarding or health/safety concerns, you have a duty to send information to the relevant service within SCC regardless of whether your constituent has given consent for you to do so
- ☐ If you are relying on consent to process personal data, make sure that when you ask for consent, the individual knows exactly what they are consenting to including when information may be shared

Appendix 5 – Setting retention periods

Below you will find a step-by-step approach to setting retention periods for the information you might collect.

Step 1: Identify the type of information.

Start by clearly identifying what the information is and why it exists. Ask yourself:

- Is this a record or a non-record?
- Does it evidence a decision, action, service delivery, or legal obligation?
- Is it personal data, special category data, or non-personal information?
- Is it linked to a specific case, project, individual, or business function?

If the information does not provide evidence of council business, it may not need a formal retention period.

Step 2: Check for existing retention requirements

Before setting a new retention period, you must check whether one already applies:

- **Statutory retention periods** - some records must be kept for a specific time under law (e.g. finance, employment, safeguarding)
- **Corporate retention periods** - may already exist so you should check SCC's Register of Datasets

If a statutory period exists, it must be followed.

Step 3: Consider key retention factors

If no existing retention period applies, consider the following factors together:

- **Business need** - how long is the information needed to deliver or evidence the service? Is it required for ongoing reference, audit, or operational continuity?
- **Legal and regulatory risk** - could the information be needed for complaints, appeals, inspections, or legal challenge? Is there a realistic limitation period that applies?
- **Data protection principles** - is the information personal data? Would keeping it longer than necessary increase privacy risk?
- **Frequency of use** - is the information actively used, occasionally referenced, or rarely accessed?

- **Historical or long-term value** - does the information record significant decisions, policies, or impacts? Could it reasonably be of archival value?

Retention periods should always be justifiable and proportionate.

Step 4: Set a clear retention rule

Once the retention period is agreed, it must be:

- clearly defined (e.g. “6 years after case closure”)
- applied consistently
- supported by a clear trigger event (e.g. closure, supersession, end of contract)

Step 5: Review and disposal

At the end of the retention period, records must be formally reviewed to decide whether they should be:

- securely destroyed
- retained for a further defined period (with justification)
- transferred to Suffolk Archives

Records, and especially personal and special category data, must not be kept indefinitely “just in case”.

Please see the table below which contains examples of recommended retention periods for different information types.

N.B. These examples are illustrative, not exhaustive. Services must always check for statutory or corporate retention periods first.

Retention periods should be:

- clearly defined
- consistently applied, and
- supported by a trigger event (e.g. closure, supersession, contract end)

Summary table – example retention approaches by information type

Information type	Typical examples	Key considerations	Typical retention approach
Policy and governance records	Approved policies, strategy papers, decision and approval records	Evidence decision-making and accountability; may have long-term reference value	Retain while current plus a defined period after withdrawal ; consider archival value for final versions
Project and programme records	Project plans, risk logs, reports, closure documentation	Audit and assurance requirements; potential post-implementation review	Retain for a defined period after project closure ; key records often longer than working drafts
Case files and service delivery records (personal data)	Case notes, assessments, correspondence, decisions about individuals	High legal and privacy risk; often subject to statutory guidance	Retain in line with statutory or LG Inform+ guidance; retention usually triggered by case closure
Routine administrative records	Routine emails, non-decision meeting notes, working trackers	Limited long-term value; duplication common	Short retention period; dispose once superseded or no longer needed
Financial and contractual records	Contracts, invoices, payment records, procurement documents	Statutory and audit requirements; risk of challenge	Retain for defined statutory or guideline period, typically starting after contract end or financial year close
Training and competence records	Training attendance, certificates, assessments	Evidence of compliance and competence; employment considerations	Retain while relevant plus a defined period ; informal learning records usually shorter retention

Appendix 6 – Examples of security incidents

The examples below are all based on real information security incidents that have been reported to SCC via its information security incident process.

Example 1

Scenario:

You are going to Australia for a three-week holiday to visit relatives who live there. You have quite a lot of constituency casework at the moment and know that when you get back, you will be attending a committee meeting at SCC to decide how much budget will be allocated to a new climate change initiative. You take your SCC laptop and mobile phone with you so you can keep in touch with colleagues at SCC and also respond to some constituency enquiries to keep on top of some urgent casework.

Why is this an incident?

There is a small number of countries that you can take SCC IT equipment to (or use your own personal device to access SCC data and systems) outside of the UK, and you can find more information about these countries in the councillor induction pack that was provided by Councillor Services, or by accessing the link in [Appendix 8](#) below for full guidance from IT. These countries are permitted because they meet a minimum standard of data protection.

Any country not on that list does not meet the required minimum standard of data protection and in some instances, for example Australia, they have additional legislation in place that makes it a criminal offence to bring encrypted devices over their borders. Taking SCC devices into Australia will leave you open to criminal charges for bringing encrypted devices over the borders. It will also expose SCC systems and information to forced access by Australian authorities. Because you were lucky and were not arrested at point of entry, no information has been compromised and therefore, this is an information security incident, rather than a personal data breach.

What action needs to be taken?

SCC is the controller because it affects SCC information. This incident needs to be reported via IT Self Service so that SCC can take protective action to ensure that its systems and information are secure. If access has been forced, then SCC will need to consider whether or not the ICO needs to be notified and whether or not it needs to contact any individuals whose information may have been affected. In addition, you may be facing criminal sanctions in Australia.

Note:

You can take personal devices when you go abroad, but you cannot access SCC data and services outside of the specified countries. You are not authorised to access SCC data in any country not included in the list. Please see the link in [Appendix 8](#) below for a link to the full guidance from IT, including the list of permitted countries.

Example 2

Scenario:

You run a blog that you publish online which you use to keep your constituents informed about local issues that you think may be of interest, and to engage with your local community. One day, you decide to include some photos of you sitting at your desk, with your laptop open, as part of a “day in the life of a local councillor” article. You have your diary open on the desk next to you, and your emails open on screen.

A week after you have published the article and photos online, one of your constituents contacts you because they are worried that an email that they sent you is visible on your laptop screen in the photo that you have published. If they zoom in, they can read their name, their email address and all the information that they have provided to you about a dispute they have with their neighbour, including the effect that the dispute has had on their mental health. They are extremely concerned that if they can read it, then other people will be able to, including their neighbour and that this will further damage the relationship between the two.

Why is this an incident?

Although you didn't intend to inadvertently share this information, in doing so, you have shared someone's personal and special category data with people who weren't entitled to access it, in a way that has the potential to have a significant effect on their privacy. In addition, because the information has been published online you have lost control over it and whilst you can take it down, you have no way of knowing who has seen it, copied it, or forwarded it.

What action needs to be taken?

As division councillor, you are the controller because it affects information that you have collected in your capacity as representative of your constituents. Therefore, you need to record the incident, remove the information from your blog without delay, identify how it happened, take steps to make sure that similar incidents do not occur in the future and apologise to your constituent who has been affected by it.

You will also need to consider whether you need to notify the ICO.

Example 3

Scenario:

You are writing a response to Mr Smedley, a constituent who you have been supporting to access adult social care services.

You have heard back from the service, who have provided information about what is available for Mr Smedley, and what would be appropriate for his level of need. In their email response, they have included a detailed summary of Mr Smedley's specific needs and a description as to how they could meet those needs.

You attach the email from the service to your email and press send. Once it has gone, you realise that you have inadvertently added an extra digit into the email address that you sent it to. You try to recall the message but it doesn't work.

Why is this an incident?

Although it was unintentional, you have shared special category data relating to Mr Smedley's social care requirements to an unknown third party. You have been unable to retrieve the information and have lost control which means that this is a personal data breach. The information is of a sensitive nature and could be used to Mr Smedley's detriment if it has fallen into the wrong hands.

What action needs to be taken?

As division councillor, you are the controller because it has affected information that has been provided to you in your capacity as representative of your constituent. Therefore, you need to record the incident, identify how it happened, take steps to make sure that similar incidents do not occur in the future and apologise to your constituent.

You will also need to consider whether you need to notify the ICO.

Note:

If you become aware of any information security incident that affects information that is the responsibility of SCC, please make sure that you log it via IT Self Service as soon as you become aware of it. Please see [Appendix 7](#) below for a step-by-step guide on how to do this.

Appendix 7 – How to report an information security incident

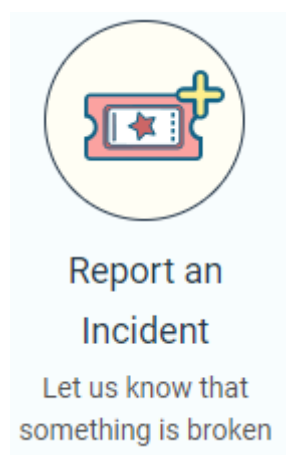
This process is for reporting information security incidents that affect Suffolk County Council information. Incidents must be reported as soon as you become aware that they have happened.

To report a Suffolk County Council incident, follow the steps below:

Step 1 – double click on the IT Self Service icon on your desktop to open the reporting system



Step 2 – click on the “Report an incident” icon on the home screen



Step 3 – complete the form. For the “What do you have a problem with?” section, select “Information security incident” from the top of the drop-down list

What do you have a problem with? *

Details of the issue *

A screenshot of a web form. The 'What do you have a problem with?' section is active, showing a dropdown menu. The menu is open, displaying a list of options: 'Information Security Incident', 'Liquidlogic', 'SystemOne Live', 'Teams and Telephony', 'Mobile Phones', and 'Email'. A blue arrow points to 'Information Security Incident', which is highlighted in blue. The dropdown menu has a search bar at the top and a scroll bar on the right.

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Step 4 – in the free text “Describe what has happened” section, please provide information outlining what has happened.

N.B do not provide any personal data here – stick to a summary of the issue

Step 5 – once you have completed the form, including the above, please press submit to log the incident and begin the investigation process

Notes:

1. If you become aware of an incident that has occurred in your capacity as division councillor, you must have in place appropriate processes for recording and investigating incidents. Please see [Appendix 4](#) for a checklist of your responsibilities as division councillor.
2. If you become aware of an incident that has occurred in your capacity as district/borough or parish/town councillor and affects information belonging to that organisation, please contact the relevant council to alert them so that they can investigate as per their local processes.
3. If you become aware of an incident that affects information belonging to a political party and that has occurred in your capacity as a member of a political party, please contact the relevant person within the party to alert them so that they can investigate as per their processes.

Appendix 8 – Useful information

Useful contact details

Councillor Services

Telephone: 01473 265119

Email: councillor.services@suffolk.gov.uk

Information Governance team

Telephone: 01473 265323

Email: data.protection@suffolk.gov.uk or foi@suffolk.gov.uk

IT Service Desk

Telephone: 01473 265999

Email: ITVIPService@suffolk.gov.uk

IT Self Service: <https://suffolk.freshservice.com/support/home>

Information Commissioner's Office

<https://ico.org.uk/global/contact-us/>

Suffolk county council resources

[Information Governance policies](#)

[Councillor privacy notice](#)

[Privacy notice suite](#)

[Suffolk County Councillor intranet](#)

[Guidance around taking SCC devices and accessing SCC information abroad](#)

[Report an information security incident or personal data breach](#)

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ICO resources

[The Information Commissioner's Office \(ICO\) website](#)

[Guide to Data Protection](#)

[Guidance for the use of personal data for political campaigning](#)

[Advice for small and medium organisations](#)

[Lawful basis interactive guidance tool](#)

[Individual Rights – guidance and resources](#)

[Freedom of Information guidance and resources](#)

[Data Sharing: A Code of Practice](#)

Records Management Handbook

A practical guide to effective records management at SCC
Corporate Information Governance team

Suffolk County Council | Endeavour House, Ipswich IP1 2BX

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Part 1: Introduction to Records Management

Good records management and SCC corporate goals

Good records management is essential to supporting Suffolk County Council's (SCC) corporate goals and ensuring that we operate efficiently, transparently, and in compliance with our legal responsibilities.

Effective management of our records and information helps to improve processes and reduce the time needed to carry out essential tasks. It strengthens accountability and audit practices by ensuring that accurate evidence of decisions and activities is maintained across all services.

Records management also plays a crucial role in meeting statutory and regulatory obligations, protecting the legal and other rights of SCC, our staff, and the communities we serve, and preserving information of long-term historical value.

Information and records – what's the difference?

Every day, we create and use large volumes of information, such as emails, notes, spreadsheets, messages, and draft documents.

Information becomes a **record** when it is kept as evidence of a decision, action, or business activity carried out on behalf of SCC. Records provide an official account of what was done, when, why, and by whom. There are some examples of records and non-records in [Appendix A](#).

Not all information needs to be kept as a record, but all information should be handled responsibly. **Good records management practice applies from the point information is created**, not only when something is formally saved or labelled as a record.

All information carries both value and risk. SCC's information is intrinsically valuable because it underpins decision-making daily. By identifying, managing, and mitigating information risks effectively, we protect that value and ensure our information remains accurate, reliable, and fit for purpose.

Risks associated with information, such as non-compliance (which includes retention and review), loss, inaccuracy, or inappropriate access, are managed at a corporate level through tools like the risk register, which feeds into SCC's wider corporate risk management framework.

At service level, information risks are managed by processes including Data Protection Impact Assessments (DPIAs), management of information security incidents and personal data breaches, and the Registers of Datasets (RoDs). By reducing the likelihood and managing the impact of poor records management, we can reduce the overall risk to our information.

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This handbook sets out SCC's approach to creating, using, storing, and disposing of information responsibly throughout its lifecycle, ensuring compliance with legal obligations and supporting efficient and transparent service delivery.

It provides clear guidance on roles and responsibilities, data collection, security, and the management of both digital and physical records.

Compliance with legal obligations

SCC is required to manage its records in accordance with a wide range of legislation, regulatory requirements, and national standards that govern how information is created, used, stored, protected, and disposed of. Good records management ensures we can meet these statutory obligations consistently and demonstrate compliance when required.

Why legal compliance matters

If we fail to comply with legislation relating to records and information, we can expose SCC to significant risks including enforcement action, financial penalties, legal challenge, reputational harm, and disruption to service delivery.

Effective records management helps ensure that:

- information is available, accurate, and reliable
- evidence of decisions and actions is maintained appropriately
- personal and sensitive data is handled lawfully
- records are retained only for as long as they are required and disposed of securely
- requests for information, such as Subject Access Requests (SARs) and Freedom of Information (FOI) or Environmental Information Regulations (EIR) requests, can be met within statutory timescales.

Legislation and standards

SCC's records management practices are shaped by key legislation and standards, including those referenced in this handbook. Core obligations typically include:

- **Data protection legislation** – requiring personal data to be processed lawfully, fairly, transparently, and securely
- **Freedom of Information legislation (including the Code of Practice of the management of records, under section 46)** – requiring public authorities to maintain accessible records so information can be released promptly upon request

- **Environmental Information Regulations** – covering environmental information requests
- **Public Records and Local Government acts** – governing the creation, preservation, and disposal of public records
- **Re-use of Public Sector Information Regulations** – permits the re-use of public sector information for a reason that is different to its original purpose
- **Audit and accountability requirements** – mandating accurate, complete evidence of decision-making
- **Health, social care, education, and safeguarding-related regulations** – requiring specific retention and handling standards for particular types of records

These laws collectively shape how long records must be kept, the controls we must place on access, the security measures required, and the conditions under which information must be disclosed or withheld.

Internal standards and policy

In addition to statutory requirements, SCC must also comply with internal standards and expectations established through its suite of Information Governance and IT policies (which feed into directorate-specific policies and processes).

These policies ensure that organisational practice aligns with legal duties, national standards, and recognised best-practice principles. It provides the foundation for consistent processes across services, ensuring that all staff understand their responsibilities and the legal implications of poor information and records handling.

This guidance should be read alongside SCC information policies, in particular:

- [Records Management Policy](#)
- [Acceptable Use of Information and Systems](#)

Part 2: Responsibilities

Good records management is a shared responsibility at SCC, with managers and staff each playing a vital role in ensuring information is accurate, secure and useable throughout its lifecycle. There is a summary table of the responsibilities below in [Appendix B](#).

Records management for managers

Effective records management relies on managers providing clear leadership, maintaining robust local processes, and ensuring staff understand and fulfil their responsibilities. Managers play a crucial role in creating an environment where information is well-organised, secure, and handled in line with SCC policy, legal obligations, and best-practice standards.

Lead and promote good records management practice

Managers are responsible for setting expectations and modelling good practice in their teams. This includes:

- demonstrating consistent and compliant handling of information in everyday work
- ensuring staff understand the value and risks associated with records, and the impact poor practice can have on service delivery, legal compliance, and audit
- ensuring that records management supports SCC's corporate goals by promoting efficiency, transparency and accountability

Ensure records are created, captured, and managed properly

Managers must make sure their teams:

- create accurate, reliable records of decisions, actions, and business activity
- store and capture records appropriately using agreed systems – Microsoft Teams, SharePoint, OneDrive, and approved line-of-business systems (for example, GOSS, LiquidLogic)
- avoid unnecessary duplication and ensure drafts are managed in line with SCC guidance
- follow naming conventions for documents, records, and folders to support findability, version control and collaboration

Maintain compliance with legislation and SCC policy

Managers are accountable for ensuring their team complies with:

- data protection legislation and associated requirements for lawful, transparent, secure handling of personal and sensitive data
- Freedom of Information, Environmental Information Regulations, and other access-to-information duties
- internal SCC policies and standards that support consistent, compliant information handling

This includes ensuring staff are aware of their obligations, receive and complete appropriate training, and follow local processes.

Manage access and information security

Managers must make sure:

- staff understand and apply SCC's classification guidance (Red/Amber/Green) to protect information appropriately – see [Appendix C](#) for a copy of this guidance
- access to information is restricted to those who need it, and permissions in Teams/SharePoint are checked regularly
- sensitive information is handled, shared, and stored in secure ways consistent with SCC information governance and security requirements

Oversee storage, retention, and disposal

Managers are responsible for ensuring information in their area is:

- stored in the correct location and format (Teams, SharePoint, OneDrive, local systems, or physical storage)
- assigned an accurate retention period in line with statutory and corporate requirements
- reviewed at the end of retention and either securely disposed of or archived if it holds long-term value
- not kept longer than necessary, which avoids unnecessary risk and storage burden

Support version control and collaboration

Managers must promote good version control practices to support efficient and accountable working, ensuring their teams:

- work within SharePoint where versioning is automatically applied

- use version history, compare features, and comments appropriately during collaborative editing
- avoid working offline or saving local copies where version history may be lost

Enable business continuity and risk management

Managers should make sure their area:

- maintains up-to-date information required for operational continuity
- ensures that key records are backed up and recoverable in line with corporate arrangements
- identifies information-related risks and mitigates them using tools such as DPIAs, the Registers of Datasets, and the risk register

Provide assurance and address issues promptly

Managers are responsible for identifying and addressing gaps in records management within their teams by:

- conducting regular checks to ensure compliance
- addressing poor practice proactively
- seeking guidance from Information Governance when needed
- supporting staff during audits, SARs, FOIs and other statutory requests that rely on good records management

Records management for staff

Every member of staff has an important role to play in ensuring that SCC's information is created, used, stored, and disposed of correctly. Good records management supports transparency, accountability, compliance with legal obligations, and effective service delivery across SCC. Staff are expected to handle information responsibly at every stage of its lifecycle.

Create and maintain accurate and reliable records

Staff should:

- create clear, complete, and accurate records of decisions, actions, and business activities
- ensure records are captured in the correct corporate systems (Teams, SharePoint, OneDrive, business applications), rather than stored in personal drives or email inboxes
- avoid keeping unnecessary duplicates and ensure drafts are managed appropriately

Use naming conventions and version control

Staff are expected to use suitable naming conventions for documents, records, and folders to ensure information is easy to find, understand, and manage. Please see [Part 4: Life cycle of records](#) below for more detailed guidance on naming conventions.

Staff must:

- name files in a clear, consistent and descriptive way
- use version control in SharePoint to support collaborative working, avoid confusion, and maintain a full audit trail

Protect information and apply appropriate security measures

All staff must handle information securely and in line with SCC's classification and labelling rules. This includes:

- identifying the appropriate Red/Amber/Green classification to all information (see [Appendix C](#))
- ensuring access is restricted to those who need it and reporting any concerns about inappropriate access
- following SCC's information governance and security requirements when disposing of or sharing information

Comply with legal and policy obligations

Staff must ensure their information handling is compliant with:

- data protection legislation for the lawful and secure use of personal data
- Freedom of Information and Environmental Information Regulations for responding to information requests
- internal SCC policies, procedures, and guidance

This includes responding promptly to SARs, FOIs and internal information requests by ensuring records are accessible and accurate.

Store information in the right place

Staff are responsible for:

- storing records only in approved locations such as Teams, SharePoint, OneDrive, or approved systems
- avoiding the use of local drives or personal areas unless there is a clear business need
- ensuring any physical records are stored securely and appropriately

Manage retention and disposal properly

Staff must follow SCC retention rules and ensure that:

- records are kept only for as long as they are required under statutory, corporate, or locally determined periods
- records reaching the end of their retention period are reviewed and either securely disposed of or archived
- sensitive or confidential records are disposed of using approved secure methods

Support business continuity

Staff must ensure key information required for the continuity of services is stored in shared systems, so it remains accessible if individuals are absent.

Report issues and seek support when needed

All staff have a responsibility to:

- report concerns about incorrect storage, missing information, or poor records management practices
- seek guidance from their manager, Strategic Information Agent, or Information Governance if they are unsure how to handle information correctly
- complete SCC's annual statutory e-learning training, "Our Information, Our Responsibilities", to refresh and maintain their information governance knowledge

Dataset owners and managers

Dataset owner and manager roles can be found in the Registers of Datasets (RoDs). Dataset owners will usually be the Assistant Director or Head of Service of the area using the dataset. Dataset managers will be the operational managers who oversee how the datasets are being used on a daily basis.

Similar datasets may have different owners and managers if they are being used by different services for different reasons.

For more details about the Registers of Dataset, and a description of what a dataset is, please read [Compliance tools associated with data collection](#) under Part 3: Data collection below.

Dataset owners

Dataset owners are accountable for ensuring that a dataset is collected, used, shared, retained and disposed of lawfully and appropriately.

They are responsible for defining the purpose of the dataset, ensuring there is a valid lawful basis where personal data is involved, approving retention periods, and ensuring the dataset is accurately recorded and kept up to date in the Register of Datasets.

Dataset owners provide assurance that risks have been identified and managed, including overseeing DPIAs and privacy notices where required, and act as the escalation point for issues relating to compliance, risk, or appropriate use.

Dataset managers

Dataset managers are responsible for the day-to-day management of a dataset on behalf of the dataset owner.

This includes ensuring data is accurate, complete and up to date, stored securely in approved systems, and handled in line with SCC policies, retention rules and information classification requirements.

Dataset managers ensure that operational practices reflect the agreed purpose and controls of the dataset, keep supporting documentation up to date, and raise issues or changes with the dataset owner where risks, processing activities, or business needs change.

Part 3: Data collection

The UK GDPR sets out seven data protection principles which are essentially the good housekeeping rules of managing personal data. These principles apply whenever SCC collects personal data and should be considered **before, during, and after data collection**. Applying them consistently helps to ensure that personal data is handled lawfully, fairly, securely, and in a way that supports effective service delivery.

While these principles apply specifically to personal data, they also provide a strong foundation for the collection and handling of non-personal information across SCC so the guidance provided in this part should be applied equally to personal and non-personal information, both at point of collection and throughout the lifecycle of the information.

Online data collection tools

SCC is using online systems more often to collect information. These tools include (but are not limited to):

- Microsoft Forms
- GOSS Forms
- SharePoint
- Teams

It is important for staff to understand what kinds of data can be collected using these systems, such as non-personal data, personal data and sensitive data.

Please see [Appendix D](#) for a copy of SCC's online tools and platforms guidance for information about what types of data are allowed on each one. It also explains how information collected online must be managed so it is kept, stored and disposed of properly, in line with SCC's Records Management Policy.

The principles below, and guidance in this handbook apply to all collection methods, both online and offline, as well as manual data collection.

Lawful, fair and transparent

Personal data must be collected lawfully, fairly, and in a transparent manner. This means SCC must have a valid lawful basis for collecting personal data, collect it only for clear and legitimate reasons, and ensure that people understand how their information will be used.

When collecting personal data, staff must:

- be clear about why the data is needed and how it will be used
- only collect data that is relevant to delivering a service or meeting a legal obligation
- provide individuals with appropriate information, usually through a privacy notice, at the point of collection or as soon as reasonably possible

When collecting **non-personal data**, services should still collect the appropriate amount of information needed for the purpose and should be clear and transparent about why the information is being gathered and how it will be used.

Transparency supports trust and helps individuals understand their rights while ensuring SCC can demonstrate compliance.

Being clear about purpose and expectations supports trust with partners, suppliers, and the public, and ensures information is not collected unnecessarily or used in ways that could undermine confidence or accountability.

Purpose limitation

Personal data must be collected for specified, explicit, and legitimate purposes, and not used in a way that is incompatible with those purposes.

Before collecting personal data, services should be clear about:

- the specific purpose the data will be used for
- whether the data may need to be shared internally or externally
- whether the data could reasonably be needed for another lawful purpose in the future

Non-personal data should be collected for clearly defined and legitimate business purposes. Services should be clear about how the information will support service delivery, decision-making, statutory functions, or reporting requirements, and avoid collecting or repurposing information without a genuine business need.

Personal data should not be collected “just in case” or reused for new purposes without considering whether this is lawful and appropriate.

Clear purpose helps prevent misuse and supports consistent records management.

Data minimisation

Under data protection law, the collection of **personal data** must be limited to what is necessary for SCC's legitimate purposes – also known as the principle of data minimisation.

Only information required to deliver services, meet legal obligations, or support business functions should be gathered, and it must be obtained transparently.

When collecting data, staff should:

- consider what information is genuinely required to deliver the service
- avoid collecting additional or excessive detail that is not needed
- periodically review forms, templates, and systems to remove unnecessary data fields

Only **non-personal information** that is necessary and relevant to the intended purpose should be collected. Excessive or overly detailed data can create unnecessary complexity, storage pressures, and management burden.

Data minimisation reduces risk, improves data quality, and ensures information remains focused, useful, and easier to maintain over time.

Accuracy

Personal data should be accurate and, where necessary, kept up to date.

At the point of collection, staff should:

- take reasonable steps to ensure data is correct and complete
- avoid assumptions or informal recording of personal information
- provide opportunities for individuals to confirm or update their details where appropriate

Non-personal data should be accurate, reliable, and appropriate for its intended use, particularly where it supports planning, performance, reporting, or operational decisions. Inaccurate or outdated information can lead to poor decisions, inefficiency, or reputational risk, even where no personal data is involved.

Accurate data supports good decision-making, effective service delivery, and reduces the risk of harm or complaints arising from incorrect information.

Storage limitation

Personal data should not be kept for longer than necessary for the purposes for which it was collected.

When collecting data, services should:

- be aware of applicable retention periods, whether statutory, corporate, or locally determined
- ensure data is recorded in systems that allow it to be reviewed, retained, or disposed of appropriately
- avoid creating duplicate datasets or unmanaged local copies

Non-personal data should not be kept indefinitely without justification. Retention periods should be applied wherever possible, taking into account business need, statutory requirements, historical value, and ongoing usefulness.

Thinking about retention at the point of collection helps ensure data is managed responsibly throughout its lifecycle.

Regular review helps prevent the accumulation of obsolete information and ensures that data continues to add value.

N.B. See the section on [Retention](#) under Part 4: Lifecycle of records below, and [Appendix D](#) for detailed guidance about setting retention periods and what to consider.

Security

Personal data must be collected and handled in a way that ensures appropriate security, including protection against unauthorised access, loss, or damage.

At the data collection stage, staff must:

- use approved systems and secure methods to collect information
- apply SCC information classification (Red, Amber, Green) appropriately (see [Appendix C](#))
- restrict access to those who need the information to perform their role

Although **non-personal data** poses lower privacy risks, it may still be commercially sensitive, operationally critical, or reputationally important. Appropriate security controls should be applied to protect information from loss, unauthorised access, or misuse, in line with SCC classification and security requirements.

Secure collection practices reduce the risk of data breaches and ensure personal information is protected from the outset.

Accountability

When it comes to **personal data**, SCC must be able to demonstrate compliance with each of the data protection principles. In practice, this means that when collecting personal data:

- services must be able to explain why the data is being collected and which lawful basis is being relied upon
- the Registers of Datasets, DPIAs, and privacy notices must be kept up to date
- staff must follow agreed processes, guidance, and training

Accountability ensures that data collection decisions are consistent, justified, and defensible if challenged.

SCC should be able to demonstrate that decisions about the collection and use of **non-personal data** are justified, proportionate, and aligned with business needs.

Clear ownership, documentation of purpose, and consistent application of records management practices support accountability and enable effective information governance across SCC.

Applying the data protection principles to both personal and non-personal data at the point of collection or creation supports good records management, reduces risk, and ensures the integrity of information throughout its lifetime.

Compliance tools associated with data collection and creation

SCC has a number of tools available that should be considered when collecting or creating new information.

Registers of Datasets

A dataset, for the purposes of SCC's Registers of Datasets (RoDs), is a high-level grouping of information that describes a distinct area of processing carried out by a service within SCC.

Datasets represent how a particular set of information is collected, used, shared, retained, and disposed of to support a specific business function or service, rather than individual records or files.

The RoDs are used to meet SCC's obligation to maintain a Record of Processing Activities (ROPA) under UK GDPR and contain datasets which may include personal data, non-personal data, or a combination of both.

If the information you are collecting or creating is a new dataset, then you will need to make sure that it is added to the RoDs if it doesn't exist already.

Data Protection Impact Assessments (DPIAs)

Data Protection Impact Assessments (DPIAs) are required under data protection law when we process personal data. It is extremely unlikely that a DPIA will be required for the processing of purely non-personal data, although not impossible.

However, if you are collecting personal data for the first time, using existing personal data for a new reason, or, if you are reviewing existing personal data collection processes, it is likely that you will need to complete a DPIA (if there isn't one that already covers the processing) to ensure that any risks associated with the processing are captured and mitigated appropriately before collection takes place.

Privacy notices

Privacy notices are a key component of ensuring that SCC is transparent about the way it uses personal and special category data. They ensure people are fully informed about how SCC uses their personal data. They must clearly set out what personal data is being collected, the purposes for which it is used, the lawful basis relied upon, who it may be shared with, and how long it will be retained.

SCC has a full suite of privacy notices that are reviewed on a regular basis. Staff should refer people to SCC's privacy notices when collecting or using personal data to ensure they are clearly informed about what personal data is being collected, how it will be used, who it may be shared with, and the rights available to them. This ensures that people receive accurate, consistent information about their rights and how to exercise them.

Privacy notices must be accessible, easy to understand, and available at the point data is collected or as soon as reasonably possible thereafter.

Part 4: Life cycle of records

Naming conventions

Why use naming conventions?

Although there is no corporately prescribed naming convention within SCC, using a clear and consistent naming convention is an essential part of good records management practice. A well-structured file name helps staff quickly understand what a document or folder contains without needing to open it, making it easier to store, retrieve, and share information appropriately.

Naming conventions typically include elements such as the subject, date, version, and author or team, arranged in a logical and predictable order. This ensures that documents can be identified at a glance and reduces ambiguity when multiple people or teams work together.

Benefits of using naming conventions

Consistent naming of files and records improves efficiency by making information easier to locate, reducing time spent searching for documents and minimising duplication. It also supports accountability and audit processes by ensuring records are clearly identified and reliably traceable throughout their lifecycle.

Good naming conventions reduce the risk of errors—such as working on the wrong version of a document—by helping staff distinguish between drafts, duplicates and final versions. Ultimately, adopting clear naming practices strengthens overall records management and contributes to compliant, organised and transparent information handling across the organisation.

See [Appendix E](#) below for guidance and a suggested naming convention format.

Version control

What is it and why does it matter?

Version control keeps track of every change to a file so we can collaborate safely, work efficiently, and always recover previous versions if needed. SharePoint has version control built in — you don't need to install anything. Every time you edit a file in a SharePoint document library, SharePoint saves a new version for you.

Why do we use it?

1. It protects our work

Mistakes happen—files get overwritten, parts get deleted, or something breaks. Version control lets us go back to any previous version instantly and restore it if we need to.

2. It supports collaboration

Several people can work on the same file at the same time without overwriting each other's changes. The system helps bring everyone's updates together neatly and clearly.

3. It improves transparency

Every change is recorded automatically, including:

1. What changed
2. Who made the change
3. Why the change was made (if the person making the change makes a note)
4. When it was made

This reduces confusion and improves accountability.

4. It reduces risk

By keeping a full history, version control ensures:

- Nothing is ever lost
- Work can always be restored
- Changes can be reviewed before being accepted
- Projects remain consistent and organised

Benefits for SCC

Version control helps us work faster, safer, and more confidently—whether we're updating documents, managing data, or developing digital tools. Benefits include:

- Higher quality outputs through review and traceability
- Better teamwork across departments
- Reduced duplication and fewer conflicting edits
- Improved compliance through clear audit trails
- Lower risk of data loss or accidental overwrites

Draft documents

Many documents go through several draft stages before they are finalised or approved. Draft versions are a normal and important part of working collaboratively, but they must still be managed properly to avoid confusion, duplication, or the accidental use of incorrect information.

Draft documents should:

- be created and stored in approved shared systems (such as SharePoint or Teams)
- be managed using version control so that changes are tracked automatically
- be clearly identifiable as drafts, particularly where a document may later become a formal record

Using version control means staff do not need to create multiple separate draft files (for example “Draft v1”, “Draft v2”, “Final final”). Instead, a single document can be developed over time, with SharePoint retaining a clear history of all versions, edits, and contributors.

Further guidance on identifying, managing, and disposing of draft documents is provided further down this part.

Please see [Appendix F](#) for a step-by-step guide on how to use version control in SharePoint correctly.

Purview labels

When creating documents, staff will be asked to choose a sensitivity label that reflects how sensitive the information is.

The labels will reflect SCC’s classification guidance which uses Red, Amber and Green levels to help staff make this decision. See [Appendix C](#) for a copy of the classification guidance.

These labels help Microsoft Purview automatically protect information in the right way, for example by limiting who can access it or how it can be shared.

Applying the correct label helps ensure information is handled safely and appropriately from the start.

Reliability of records

A reliable record is one that is accurate, complete, and provides sufficient content and context to demonstrate how a decision was reached or a position was formed.

It should enable someone with no prior knowledge of the subject, work, or event to understand what happened, why it happened, and who was involved.

Staff should ensure that information is captured clearly and objectively at the time the activity takes place, ensuring that key facts, decisions, actions, and outcomes are recorded correctly.

Duplicates and drafts

Draft and duplicate information should be actively managed to reduce risk and avoid confusion.

Draft documents should be clearly marked using watermarks such as “Draft” or “Working Version”, and version control should be applied where appropriate.

Once a document has been finalised, approved, and saved in the correct corporate location, superseded drafts and unnecessary duplicates should be deleted in line with retention guidance.

Routine exchanges and minor iterations should be captured within a single email thread rather than retaining separate copies of each draft, with the final agreed decision or version clearly identifiable as the authoritative record.

Accessibility

Information and records must be created, stored and managed in a way that ensures they are accessible, usable and retrievable by staff who need them to carry out their roles.

Appropriate access controls must be in place to ensure that information and records are only accessible to authorised staff and to effectively prevent unauthorised access. See [Appendix G](#) which outlines how to manage Teams access.

Information governance considerations apply to all record formats, including paper, digital, video and audio recordings, which must be capable of being accessed, understood and, where necessary, reproduced.

Audio records should be capable of being transcribed where required to support accessibility and disclosure, and video records must allow for appropriate redaction techniques, such as pixelation or blurring, to protect third-party or exempt information.

Records must be organised and maintained so that they can be located promptly and provided in a readable and appropriate format for legal and regulatory purposes, including potential disclosure under Subject Access Requests (SARs), Freedom of Information (FOI) requests, or other statutory obligations.

Storing information

Electronic SCC information and records must be stored in approved corporate systems such as SharePoint, Teams, OneDrive or line-of-business applications (such as LiquidLogic), where they can be managed securely, retained appropriately, and accessed when needed. See [Appendix H](#) for a summary table of what to store where, and when.

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Email and Outlook are communication tools, not file storage systems, and should not be used to hold information on a long-term basis.

Important information contained in emails that evidence decisions, actions or service delivery must be saved into an appropriate corporate system and managed in line with retention, security and records management requirements.

Keeping information out of inboxes reduces risk, improves findability, and supports compliance with legal and audit obligations.

If an email matters, save it. If it doesn't, delete it.

Physical records that are not being used by services should be stored at the Records Management Centre. See [Part 5: Management of physical \(paper\) records](#) below for more detailed guidance on management (including storage) of physical information.

Top tips for storing information properly

- ✓ Save important emails into SharePoint, Teams, Liquid Logic, or relevant business system
- ✓ Store records where others can access them when needed rather than keeping them in personal inboxes, or One Drive
- ✓ Use links instead of attachments when sharing documents so there is one version available to everyone
- ✓ Apply appropriate naming conventions and version control once information is saved to a shared system
- ✓ Delete emails once they are no longer needed
- ✓ Physical records that are not in use by services should be stored at RMC

✗ Do not use Outlook or email inboxes as long-term storage – they are communication tools, not record-keeping systems

Retention

Keeping records for longer than we need to can cause significant problems when it comes to storage and management so it is important to make sure that records are reviewed regularly so that when they reach their retention limit, they can be assessed and a decision made about whether they should be permanently deleted or, whether there are other actions that would be more appropriate.

Statutory retention periods

Much of SCC's information is subject to statutory retention periods, i.e. there is a piece of law which says that certain types of records must be kept for a specified period of time, for example Finance and HR records are typically kept for six years, plus the current financial year.

Corporate retention periods

In the absence of any statutory retention period, there may be a corporate retention period. Details of retention periods that apply to council information can be found in the Register of Datasets.

How to set a retention period

In the absence of either statutory or corporately defined retention periods, it is down to individual services to set their own retention periods.

A retention period should indicate the length of time information should be kept for in relation to its business value, along with a trigger point, which is the point at which the retention period begins.

The key considerations when looking to implement a retention period are:

- Why the information was collected in the first place
- What business need is there to retain the information?
- Are there any follow-up process that need to be considered, for example, is there a complaint or appeal process that could be triggered that needs to be accounted for?

For some example retention periods, please see [Appendix I](#).

LG Inform+

LG Inform+ is a service that has been set up especially for local government which provides a range of tools and services, including a comprehensive list of guideline retention periods for different types of records that are likely to meet business needs.

SCC subscribes to LG Inform+ so all staff can access the Records Retention Guidance by signing in with their SCC email address and creating an account.

Please see [Appendix J](#) for a step-by-step guide to using LG Inform+ to research guideline retention periods for records.

Reviewing records when they reach their retention date

At the end of their retention period, records must be formally reviewed to determine whether they should be securely disposed of, retained for a further defined period, or preserved as part of SCC's permanent archive.

This review ensures that information is not kept longer than necessary, supports compliance with legal and regulatory requirements, and helps manage storage responsibly across all information formats.

During the review, staff should consider the record's ongoing business value, legal or statutory obligations, historical significance, and any pending information requests or audits.

Completing this process consistently ensures that SCC maintains accurate, accountable, and efficient information management practices.

Disposal of records

When records have reached the end of their retention period and no longer hold operational, legal, financial, or historical value, they should be securely disposed of.

Disposal must always be carried out in line with SCC's information governance and security requirements to ensure that personal, confidential, or sensitive information is irretrievably destroyed.

Approved disposal methods include secure shredding for paper records and certified digital deletion for electronic files.

Proper disposal prevents unnecessary accumulation of outdated information, reduces storage costs, and mitigates the risk of inappropriate access to obsolete data.

Archiving of records

Records that continue to hold long-term business, legal, or historical value after their retention period expires should be transferred to Suffolk Archives.

Archiving ensures that significant records are preserved in a controlled environment where they remain accessible, protected, and usable for future reference, research, or statutory purposes.

During the archiving process, records must be assessed for completeness, labelled appropriately, and accompanied by sufficient metadata to support retrieval and context.

Archiving supports good organisational memory and maintains the public record of SCC's decisions, services, and impact.

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If a service believes that a record that has reached its review date might be of social, cultural or historic value, it can be offered to the Archives who will assess the record and then confirm whether or not it will form part of the Archive.

Business continuity and back-ups

Effective business continuity relies on SCC information being stored in approved, shared systems so it remains accessible when needed, regardless of staff absence or change.

Staff must ensure that records and key information are saved in appropriate corporate systems, rather than personal inboxes or local storage, so others can access them to continue service delivery.

SCC IT services run regular, automated back-ups of corporate systems, meaning staff do not need to make duplicate copies of information for back-up purposes.

In an emergency, physical information can be removed from SCC premises however, staff must ensure that appropriate security measures are taken to protect it away from SCC.

Storing information correctly reduces risk, avoids duplication, and ensures SCC can continue to operate effectively during disruption.

Part 5: Management of physical (paper) records

Although SCC carries out the vast majority of its work electronically, SCC continues to hold a significant volume of physical (paper) records.

These records remain subject to the same legal, regulatory, and governance requirements as electronic records and must be managed carefully throughout their lifecycle.

Physical records may include historic files, legacy case records, signed originals where a wet signature is required, or records that have not yet been digitised. Where physical records exist, services must ensure they are created, stored, accessed, retained, and disposed of securely, and in line with SCC policy.

The principles set out in this handbook apply equally to physical and electronic records. Physical records should only be created or retained where there is a clear business, legal, or operational need.

Where possible, services should consider digitisation to reduce storage burdens, improve accessibility, and support business continuity—subject to data protection, retention, and business requirements.

Physical records must:

- be clearly identifiable and appropriately labelled
- be stored securely and protected from damage, loss, or unauthorised access
- have an assigned retention period
- be reviewed, disposed of, or archived in line with SCC retention guidance

Creating physical records and information

Physical records should only be created where there is a genuine requirement to do so. Examples may include signed legal documents, records received in paper format from external bodies, or historic documentation that has ongoing value.

When creating or receiving physical records, staff must:

- ensure the record is complete, accurate, and legible
- apply the correct information classification (Red, Amber, or Green)
- avoid creating duplicate paper copies where an electronic version already exists
- ensure a clear link exists between physical records and any related electronic records, where relevant

Physical records that form part of an ongoing business process should not be treated as informal or unmanaged simply because they are paper-based.

Storage of physical records

SCC has its own Records Management Centre (RMC), located at Gatacre Road in Ipswich, which provides secure, controlled storage for physical records requiring medium to long-term retention. The RMC includes strong rooms with environmental conditions suitable for the long-term preservation of records.

Because of this, it is recommended that all physical records are stored at RMC when they are not in use by services. This ensures that records are subject to appropriate security measures and reduces the risk of information and records being lost.

Physical records must not be stored in unsuitable locations for their sensitivity such as:

- unlocked cupboards or open office areas
- staff homes, unless formally approved and risk-assessed
- uncontrolled storage rooms or basements
- vehicles or temporary locations for longer than absolutely necessary

Services are responsible for ensuring that:

- records are transferred to approved storage location, i.e. RMC when no longer required for day-to-day use
- appropriate inventories or tracking information is maintained
- access is restricted to authorised staff only

Whilst physical information is in use by service, then staff should ensure that it is kept securely when it's not being used, for example, in lockable and locked filing cabinets.

Access, movement, and tracking of physical records

Access to physical records must be on a need-to-know basis and consistent with the record's classification and sensitivity. Any removal, loan, or movement of physical records should be controlled and recorded to maintain accountability and reduce the risk of loss or unauthorised access.

Services should ensure that:

- records are signed in and out when removed from storage
- files are returned promptly when no longer required
- any loss, damage, or unauthorised access is reported immediately in line with SCC incident management procedures

Working away from the office

Where staff are required to work away from the office and need access to physical records, this must be carefully managed. Physical records should only be taken off-site where necessary and with appropriate safeguards in place.

When working remotely with physical records, staff should:

- log records as they are removed from SCC premises and sign them back in on return
- transport records securely and discreetly
- ensure records are not left unattended in public or shared spaces
- store records securely while off-site
- return the records to approved SCC storage as soon as possible

Physical records containing personal, confidential, or sensitive information must never be left unsecured or accessible to unauthorised individuals. Any loss, delay, or unauthorised access while working off-site must be reported immediately in line with SCC's Information Security Incident Management process.

Retention, review, disposal, and archiving of physical records

Physical records are subject to the same retention and disposal requirements as electronic records. When a physical record reaches the end of its retention period, it must be formally reviewed to determine whether it should be securely destroyed, retained for a longer period, e.g. for administrative use or updated retention guidance, or transferred to Suffolk Archives.

For records stored at RMC, the RMC team will co-ordinate the review process and contact information owners when records reach their review date. Services must respond promptly to review requests so that records can be securely destroyed, retained lawfully, or transferred to Suffolk Archives where appropriate.

Keeping records for longer than necessary is one of the most significant information risks to SCC and must be actively avoided.

Secure disposal methods must be used at all times, such as using the blue confidential shredding bins that are found on every floorplate in SCC buildings. Records identified as having long-term historical, legal, or cultural value should be offered to Suffolk Archives in line with council procedures.

Part 6: Security

Information security is a fundamental requirement of data protection law and requires that appropriate technical and organisational measures are applied to protect information. These measures must be proportionate to the sensitivity and risk associated with the data being handled.

In practice, this means that the more sensitive the information, the greater the level of care, control, and protection that must be applied to ensure it is kept secure from unauthorised access, loss, or misuse.

SCC has a range of organisational and technical security measures in place to support the protection of its information and systems. These include:

- the use of unique user account IDs and strong passwords
- the use of encrypted devices only on SCC's network
- appropriate firewalls and virus detection software

These all help to ensure accountability and prevent unauthorised access.

Physical security measures are also in place, such as:

- card-controlled access to buildings and offices
- the provision of blue confidential waste bins for the secure disposal of sensitive paper records
- its clear desk policy

In addition, follow-me printing is used to ensure documents are only printed when the authorised user is present, reducing the risk of information being viewed or taken by others.

Staff must use these controls appropriately and consistently however information is being used, to help maintain the security of SCC information.

Failure to follow these requirements may result in security incidents, data breaches, and potential disciplinary action.

Cyber security and awareness

All staff must remain vigilant to the risk of phishing emails, scams, and other malicious activity.

Suspicious emails may attempt to trick users into revealing information or clicking unsafe links, often by creating a sense of urgency or appearing to come from a trusted source.

Staff should not click on links or open attachments unless they are confident the source is legitimate and should report any suspicious messages to the IT Service desk, without forwarding any suspicious communications.

Users must not download software or applications from the internet unless they have been approved by IT, as this can introduce security risks such as malware.

Awareness of common phishing tactics and taking a cautious approach to unexpected communications are essential to protecting SCC systems and information.

How to share and transfer information securely

All SCC information must be shared and transferred in a secure and controlled manner to protect confidentiality, integrity, and maintain compliance with SCC policies.

For physical records, appropriate safeguards must be in place, including the use of Royal Mail “Signed For” or “Special Delivery” services where required, and arranging secure collection with SCC’s courier service with verification of identification for sensitive materials. Documents should be clearly addressed and packaged to prevent unauthorised access.

The level of service used must reflect the sensitivity of the information.

For electronic information, data must be transmitted using secure channels, with emails appropriately classified and protected using Microsoft Purview sensitivity labelling.

Where possible, approved secure transfer methods such as Safedrop or authorised customer portals must be used in place of standard email attachments, particularly for sensitive or personal data.

These controls help ensure that information is only accessible to authorised recipients and remains protected throughout its transfer.

A key takeaway before sending any SCC information is to:

- pause before sending
- double-check the recipient’s contact details carefully
- ask yourself, does the recipient need this – if not, don’t send it

Removable devices (including charging personal devices)

All removable storage devices used on SCC networks and machines must comply with strict security requirements to protect organisational data.

SCC-issued devices and removeable storage (including laptops, tablets, USB drives and mobile phones) must be encrypted as standard using BitLocker to ensure that any data stored is safeguarded against unauthorised access.

Under no circumstances should encryption passwords or recovery keys be stored with the device itself or with associated equipment (including laptops), as this creates a significant security risk.

Users are responsible for the secure handling of removable media throughout its lifecycle and must return devices to IT at the end of their life for secure destruction and appropriate data sanitisation. Failure to adhere to these controls may result in disciplinary action and potential data breach implications.

Charging of personal devices within SCC premises must be carried out using designated mains power sockets only. Under no circumstances should personal devices be connected to SCC laptops, docking stations, or workstation USB/USB-C ports for charging purposes.

This restriction is in place to minimise security risks such as unauthorised data transfer, malware introduction, and potential compromise of SCC systems and networks. Adhering to this control helps ensure the integrity and security of SCC equipment and information assets.

Using information away from the office

When working remotely or away from the office, all staff must ensure that the same information security standards are maintained as if they were working on SCC premises.

General Principles

The same rules for handling information apply regardless of location.

Staff are responsible for ensuring that information remains secure, confidential, and protected from unauthorised access at all times.

Physical Information

Any physical information removed from SCC premises must be formally signed out and signed back in in line with local procedures.

Documents must be kept secure at all times, including:

- Stored in a lockable cabinet or drawer when not in use
- Kept out of sight and away from general view in both work and home environments

Physical information must never be left unattended in public or unsecured locations.

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Electronic Information and Devices

Devices (e.g. laptops, tablets, USB drives) must be kept secure and under the user's control at all times.

Devices must not be left in vehicles overnight or for prolonged periods.

Screens should be positioned to prevent unauthorised viewing ("shoulder surfing"), particularly in public or shared spaces.

Working in Public Places

Care must be taken when working in public environments (e.g. trains, cafes, shared spaces).

Staff must not access RED-level or highly sensitive information in public places, due to the risk of unauthorised viewing or discussion being overheard.

Conversations involving sensitive information should not take place where they may be overheard.

Additional Good Practice

Always lock your device when not in use.

Use secure networks wherever possible; avoid public Wi-Fi unless through approved secure connections.

Immediately report any loss, theft, or suspected compromise of information or devices.

Studying at SCC

If you are studying as part of your role within SCC and are required to submit assessments for marking, you must ensure that you understand the expectations set by your training provider.

Where this involves compiling a portfolio of work undertaken at SCC, all information must be handled in line with data protection and information governance requirements.

Case studies and examples must be appropriately anonymised, and identifiable personal or confidential information must never be shared. This ensures that SCC information, service users, and colleagues remain protected at all times.

Third-party access to SCC information and systems

Third-party access to SCC systems and information must be appropriate, proportionate, and formally authorised by the relevant manager before it is granted.

Access should be limited to what is necessary for the third-party to carry out their role and must be monitored and reviewed regularly.

SCC expects third parties to meet the same standards of information security and data protection as its own staff, ensuring that all information is handled, stored, and processed in a secure and compliant manner in line with SCC policies and legal requirements.

Reporting information security incidents and personal data breaches

All staff must report any information security incidents and potential personal data breaches as soon as they are identified, using the IT Self Service system.

Prompt reporting enables SCC to assess risks, take appropriate action, and meet legal and regulatory requirements.

Staff are expected to fully engage with any subsequent investigation, including providing relevant information and cooperating with Information Governance and IT teams.

Early reporting and cooperation are essential to minimising impact and ensuring lessons are learned.

Part 7: Resources

Policies

[Acceptable Use of Information and Systems](#)

[Records Management](#)

Guidance – including online platforms and tools

[Register of datasets](#)

[Register of DPIAs](#)

[Privacy notices](#)

[Online tools and platforms](#)

[Information classification](#)

Resources

[LG Inform+](#)

[Records Management Centre](#)

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Appendix A – Examples of records and non-records

The table below sets out examples of records that SCC holds and creates, as well as some examples of pieces of information that do not equate to a record.

Please note that these lists are not exhaustive.

<i>Examples of records</i>	<i>Examples of non-records</i>
Emails that document decisions, instructions, approvals, or actions taken as part of council business	Convenience copies or duplicates kept only for reference and not needed as evidence of activity
Documents created or received as part of delivering services (e.g., reports, assessments, meeting notes, case-related information)	Drafts that have been superseded by a final approved version and do not contain unique decision-making information
Information captured in approved systems (e.g., datasets, logs, or forms) that evidences operational activity or service provision	Personal notes, reminders, or working materials not used to record decisions or official activity
Records that provide evidence of decisions, advice, or actions (including approvals, instructions, or audit trails)	Transient communications such as meeting invites, simple acknowledgements, or notifications with no lasting business value
Contract, procurement, and financial records that evidence expenditure, commitments, approvals, or delivery of council services	External reference material (e.g., guidance from other organisations, news articles, research material) that does not document SCC business

Appendix B – Summary of responsibilities

Responsibility	Managers	Staff
Leadership and culture	Provide clear leadership, set expectations, and model good practice in records management.	Follow the practices and expectations set by management and SCC policies.
Creating and capturing records	Ensure teams create accurate, reliable records and capture them in approved systems.	Create complete, accurate records and store them in approved corporate systems.
Compliance with legislation and policy	Ensure service complies with data protection, FOI/EIR, and internal policies; ensure staff receive training.	Handle information in line with data protection, FOI/EIR, and SCC internal policies.
Information security and access	Ensure staff apply RAG classification; review permissions; maintain secure handling.	Apply correct classification, restrict access appropriately, report security concerns.
Storage of information	Ensure information is stored in correct locations and formats.	Store records only in approved systems and ensure physical/digital storage is appropriate and secure.
Retention and disposal	Ensure accurate retention periods; oversee review and secure disposal/archiving.	Follow retention rules; review, dispose, or archive records securely.
Version control and collaboration	Promote good version control; ensure teams use SharePoint features.	Use naming conventions and version control features.
Business continuity	Ensure key records are backed up, accessible, and support continuity.	Ensure essential information is stored in shared systems.
Risk management	Identify and mitigate information-related risks.	Report concerns about poor practice, missing data, or incorrect storage.
Training and support	Ensure staff receive appropriate training and understand obligations.	Participate in training and seek guidance when unsure.
Assurance and quality control	Conduct checks, address poor practice, and support statutory requests.	Ensure records are accessible and accurate to support requests.

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Appendix C – SCC information classification guidance

The purpose of this guidance is to classify all written, spoken and technological information by its sensitivity so that you can decide the appropriate measures you need to take to protect it.

SCC uses a traffic light rating system (i.e. Red, Amber, Green) to identify the sensitivity of its information. Please see the table below for information to help you classify the data you are working with:

SCC classification levels	Definition	Examples of information
RED	Information which poses high risk to privacy. This could include: information about an individual's ethnicity • political opinions • religious or philosophical beliefs • trade union membership • genetic data • biometric data where it is used to identify people • sex life and sexual orientation • gender reassignment • criminal offence data • health information	• Health & Social Care records • Financial information • Employee data • Health, safety and wellbeing • Corporate information e.g. information which would have a significant impact on the reputation or business of SCC
AMBER	Information which poses little or no risk to an individual's privacy. N.B. It should be noted that if the information is contained within a RED level document, or if you are using large volumes	• Business contact information including email addresses, postal addresses and phone numbers • Customer names and addresses

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	of AMBER level data, it should be treated as RED level data – see above	• Unique identifiers such as NHS numbers, NI numbers, case management system ID numbers, e.g. Liquid Logic
GREEN	Information which poses no risk to privacy	• Information that would be disclosed under a Freedom of Information (FOI) or Environmental Information (EIR) request • Information that is routinely published, e.g. staff salaries, statements of accounts, Cabinet meeting minutes

Appendix D – Online tools and platforms guidance

SCC is increasingly moving towards on-line data collection, consequently it is important to understand what types of data (e.g. nonpersonal, personal, sensitive data) can be processed via its on-line data collection tools and platforms.

This guidance sets out the online data collection tools and platforms which can be used for data collection and explains what type (level) of data can and cannot be processed via them.

The guidance also includes data management information for services to ensure that information collected via SCC's on-line tools and platforms is appropriately managed. For more information about records management, see SCC's Records Management Policy.

For further information about public-facing SCC websites, mobile apps, online forms, including customer portals, online transactional services where people use forms to report issues, make payments, submit requests and applications, see SCC's Websites, Online Forms and Mobile Applications policy.

On-line tools and platforms	Suitable for	Not suitable for	Data management
SCC website	Publishing public information which includes Green level information only.	Red and Amber level information.	Directorates/services are responsible for regularly reviewing and ensuring that the content of their externally published information is kept up to date.
IRIS intranet	Staff information which includes Green and Amber level information which poses little/no risk to privacy (e.g. SCC staff contact details, external generic contact details).	Red level and Amber (e.g. non-generic external contact details) level information.	Directorates/services are responsible for regularly reviewing and ensuring that the content of published information is kept up to date.

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MS Teams	Short term collaboration, e.g. specific projects, via chat messages, meetings, sharing documents, calendar, Tel calls, which may include Red, Amber, and Green level information.	N/A	Data stored in MS Teams is subject to organisational retention policies as outlined in Information Management This means that MS Teams is not suitable for the storage of client data and case records. All documentation which requires longer term retention should be transferred to the relevant SharePoint site within a service specific agreed timeframe. Services should, prior to any transfers of information to SharePoint, consider data minimisation (e.g. is it necessary to keep all of the data for storage purposes?).
SharePoint	Primary online storage system for information making it easy to collaborate with both internal and approved external colleagues. Information which includes Red, Amber, and Green level data can be stored on SharePoint.	N/A	Shared drives must not be migrated to MS Teams. Services should, prior to any transfers of information to SharePoint, consider data minimisation (e.g. is it necessary to keep all of the data for storage purposes?). Services should also ensure that SharePoint sites are marked as

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			Private rather than Public where relevant, and that stored documents have appropriate access allocated to them so that only authorised personnel can view them.
OneDrive	Personal storage space. OneDrive can be used to store your personal, work-related documents (e.g. PDRs) as well as being used for short term storage of files which may be needed offline or whilst creating documentation which is not ready for publication or wider sharing. You can collaborate with internal colleagues on OneDrive files. Information which includes Red, Amber, and Green level data can be stored on SharePoint.	N/A	Once non-personal work-related documents are final, they must be moved to SharePoint or MS Teams. Services should, prior to any transfers of information to SharePoint or MS Teams, consider data minimisation (e.g. is it necessary to keep all of the data for storage purposes?). Services should also ensure that SharePoint sites are marked as Private rather than Public where relevant, and that stored documents have appropriate access allocated to them so that only authorised personnel can view them.
Microsoft forms	Creating and sharing surveys, quizzes, and polls. Green and Amber level information which poses little/no risk to privacy (e.g. business email address, partial	Red and Amber level data which poses a greater risk to privacy (e.g. full name, date of	Information collected via a Microsoft form must be promptly transferred (e.g. within 72 hours of receipt) to the service's permanent storage system and the form containing the

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	postcode). If you are already using MS forms for the collection of Red or Amber level information, please contact your Directorate's SIA for further advice. For example, the service may need to check/update an existing DPIA to ensure its use of MS forms and data management processes are recorded in it. For further advice about using other secure on-line data collection tools, services should contact serviceimprovement@suffolk.gov.uk.	birth, address, contact details, health and care, financial data.).	information must be securely and permanently deleted.
Goss forms	Customer-facing online forms, which enable payments and transactions and manage internal workflow and customer data. Customers are also able to create and manage their accounts. Information which includes Red, Amber, and Green level data can be processed via the Goss platform. Note: there is a significant backlog of requests for GOSS provision which means that requests are	N/A	Directorates/services to work with the Service Improvement team to: • specify the data that must be collected by the online form • to test the new online service and approve this for going live. A GOSS Request Form must be completed and approved before the new service can 'go live.' The Request Form must specify the data retention period for the

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	managed on a priority basis. Services wishing to use GOSS must ensure they have contacted the Service Improvement team as part of their project planning.		information collected via GOSS which will be applied and automatically managed by the system.
PowerApps	Creation of bespoke user defined applications to meet niche business requirements which are not covered by any existing products and services. Requires development and in some cases additional knowledge or skills to operate. Red, Amber, and Green level data can be processed, but Red and Amber level data can only be processed if the system used to store Power Automate generated data is one of the other systems defined in this Guidance as suitable for Red and Amber level data.	N/A	This product can integrate to any Microsoft service and also to limited third-party services. The system used for storing Power Automate generated data must be one of the systems defined as suitable for storing Red and Amber level data in this guidance.
Power Automate	Creation of bespoke user defined applications to meet niche business requirements which are not covered by any existing products and services.	N/A	This product can integrate to any Microsoft service and also to limited third-party services. The system used for storing Power Automate generated data must be

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	Requires development and in some cases additional knowledge or skills to operate. Red, Amber, and Green level data can be processed, but Red and Amber level data can only be processed if the system used to store Power Automate generated data is one of the other systems defined in this Guidance as suitable for Red and Amber level data.		one of the systems defined as suitable for storing Red and Amber level data in this guidance.
Mobiles and messaging apps (e.g. WhatsApp, SMS, Facebook Messenger, Viber, Signal)	Instant communications which include Green and Amber level information which poses little/no risk to privacy (e.g. confirmation of meeting date, time, and location (partial postcode or town only)).	Red level and Amber level information (e.g. information which could pose a risk to privacy such as full name, date of birth, full details of location, reason for meeting).	Customer communications must be promptly transferred to the service's permanent storage system and the information permanently deleted from the mobile/app within, for example 24 hours). See Appendix C in the Acceptable Use policy for guidance in relation to WhatsApp data management.
Contensis (Zengenti)	Simple web forms capturing Green and Amber level data (e.g. customer names, email addresses, contact details).	Red level data (any online service requiring sensitive customer data is signposted to an alternative option).	Data collected and stored securely in the Contensis CMS accessed only by platform admins, data also managed by service owners of the forms.

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Appendix E – Naming convention guidance

This appendix provides guidance and practical examples to support consistent file and folder naming across SCC.

Although there is no corporately prescribed naming convention within SCC, consistent naming conventions improve information governance, accessibility, version control, and compliance with records management and data protection requirements.

1. Core Principles for Naming

All SCC file and folder names should be:

- clear – instantly understandable without opening the file
- consistent – named using the same structure across teams
- searchable – easy to locate using system search tools
- chronologically sortable – files naturally sort in time order
- appropriate – do not personal data or sensitive information in names

2. Using Dates for Chronological Sorting

Recommended date format - all file and folder names that include dates should use the following format:

YYYY-MM-DD

Using YYYY-MM-DD aligns with international standards¹ and provides several key benefits:

- Automatic chronological sorting - when files are listed alphabetically, they will also appear in date order (oldest to newest)
- Consistency across SCC systems - works reliably in SharePoint, OneDrive, network drives, and other SCC platforms
- Reduced ambiguity - avoids confusion between UK and US date formats (e.g. 03/04/26)
- Improved records management - supports retention schedules, audits, and lifecycle management
- Long-term clarity - dates remain understandable regardless of when or where the file is accessed

¹ ISO 8601

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Formats to avoid:

- 05-05-26
- 05_05_2026
- May 5th 2026
- 05May26
- 2026.05.05

These formats:

- Do not sort correctly
- Can be misinterpreted
- Are inconsistent across teams and systems

3. Standard File Naming Structure

Where possible, file names should follow this order:

YYY-MM-DD – Subject or description (brief) – version (if needed)

Good practice	Explanation
2026-05-05 – Team meeting minutes	Sorts chronologically, clear purpose
2025-11-01 – Data sharing agreement v1.0	Clear date, document type and version
2024-03-15 – Training attendance register	Easy to identify without opening

4. Version Control

When multiple versions exist, include a clear version number at the end of the file name (see Appendix F below for more details about version control). For example:

- 2026-04-12 – Privacy Notice – v1.0
- 2026-04-12 – Privacy Notice – v1.1
- 2026-04-12 – Privacy Notice – FINAL

Avoid vague terms such as:

- latest
- new
- amended

5. Folder Naming Guidance

Folder names should also follow clear and consistent conventions.

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Date-led folders (where applicable) - used for items such as meetings, projects, or audits:

- 2026-01 Fraud investigation
- 2026-03 Audit evidence

Non-date folders - for ongoing or reference content, use descriptive names without dates:

- Policies and Procedures
- Templates
- Training Materials

6. Characters and Formatting

Do use	Avoid the use of
Letters and numbers	Special characters (? :*?"<>)
Spaces, hyphens or underscores	Excessive underscores
	Long file names

7. Data Protection Considerations

File and folder names should not include:

- Names of service users
- NHS numbers, NI numbers, or other identifiers
- Special category personal data

This reduces the risk of data exposure and supports SCC's data protection and records management obligations.

Summary

Using consistent, date-led naming conventions:

- makes information easier to find
- reduces duplication and errors
- supports compliance and governance
- saves time for everyone

All SCC staff should apply this guidance when creating or saving files and folders.

Appendix F - How to use version control in SharePoint

Step 1: Make sure versioning is turned on

SCC has it enabled by default. To check (requires library admin permissions):

- Go to the document library
- Select Settings → Library Settings
- Choose Versioning Settings
- Confirm that Major Versioning or Major + Minor is enabled

Step 2: Upload or open your file

You can:

- Upload a document
- Create a new one directly in SharePoint (Word, Excel, PowerPoint, OneNote)
- Or open an existing file and start editing

SharePoint will track every save automatically — you don't need to do anything special.

Step 3: Edit as usual

When you:

- Edit in Word/Excel/PowerPoint Online
- Edit in desktop apps (as long as autosave is on)
- Sync using OneDrive

SharePoint automatically creates a new version each time you save.

Step 4: View previous versions

This is the most useful part. To see the full version history:

- Hover over the file
- Click the three dots (...)
- Select Version History

You'll see:

- The date & time of each version
- Who made the change
- Comments (if any)
- Whether it was major or minor**
- The option to restore, delete, or open each version

Step 5: Restore an older version (time machine mode)

- Open Version History
- Hover over the version you want
- Click the arrow beside it
- Choose Restore

This instantly rolls the file back — but don't worry, SharePoint keeps *another* version of the restored version. Nothing is lost.

Step 6: Compare versions (for Word docs)

Open the file in Word Online or Word Desktop and choose:

- Review → Compare

SharePoint provides a comparison showing:

- Added text
- Removed text
- Formatting changes
- Who made each change

This is brilliant for tracking team contributions.

Step 7: Add version comments (optional but useful)

When you check in or save major changes, you may be prompted to add a comment.

Examples:

- “Updated data set for January”
- “Revised policy wording based on Legal review”
- “Fixed errors in the table formulas”

These appear in the version history and help reviewers understand the change.

Optional: Check In / Check Out (for controlled editing)

You may want to use this if:

- Only one person should edit the file at a time
- You want to avoid clashing edits
- You need to force people to leave comments

To check out:

- Click ...
- Choose **Check Out**

To check in:

- Click ...
- Choose **Check In**

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- Add a comment (recommended)

To discard Check Out:

If you change your mind: ... → **Discard Check Out**

****Major and minor versions in SharePoint**

SharePoint uses major and minor versions to track changes throughout a document's lifecycle. This helps ensure accuracy, transparency, and accountability when creating, reviewing, and publishing records.

Major versions (e.g., 1.0, 2.0, 3.0)

Major versions represent significant updates or milestones, such as when a document is published, approved, or otherwise finalised for wider use. They appear as whole numbers (1.0 → 2.0 → 3.0). These versions mark key points in a document's evolution and are typically used when the content is ready to be shared beyond its immediate editors.

Minor versions (e.g., 1.1, 1.2, 1.3)

Minor versions capture smaller, iterative changes made while a document is still being developed or reviewed. They are used for drafts and internal amendments before a document reaches a major milestone and appears as decimal increments (1.1 → 1.2 → 1.3). Minor versioning is particularly helpful for teams working collaboratively, as it preserves every edit made before formal publication.

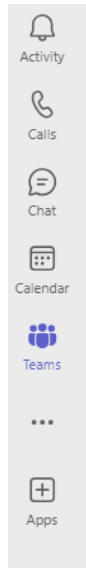
How they work together

During drafting, SharePoint will record each change as a minor version, allowing teams to refine content without prematurely marking it as final. Once the document is approved or reaches a significant stage, it is saved as a major version, providing a clear audit trail of published updates. This versioning structure supports robust records management, ensuring clarity over what constitutes a finalised document versus work in progress.

Appendix G – How to check access permissions on Teams

To check access permissions on a team site, please follow the steps below:

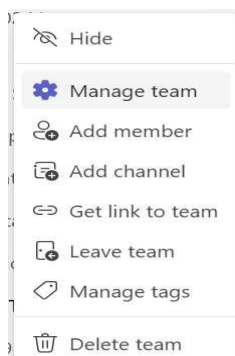
1. To view teams that you are a member of, open Microsoft Teams and select the Teams icon on the left-hand menu. N.B. Only team owners will be able to change permissions.



2. Hover over the name of your team site in the list of teams on the left-hand side of your screen and click on the three dots.

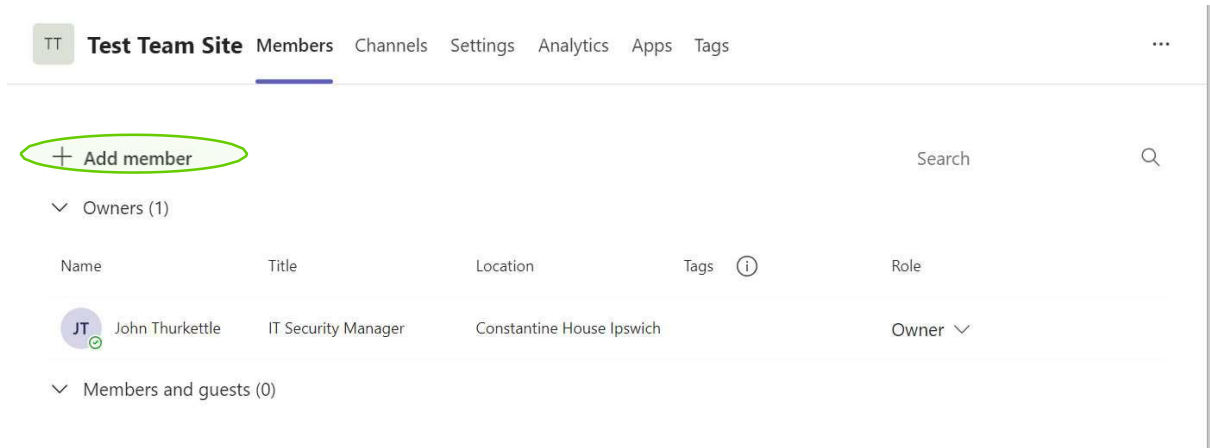


3. From the menu click “Manage Team”



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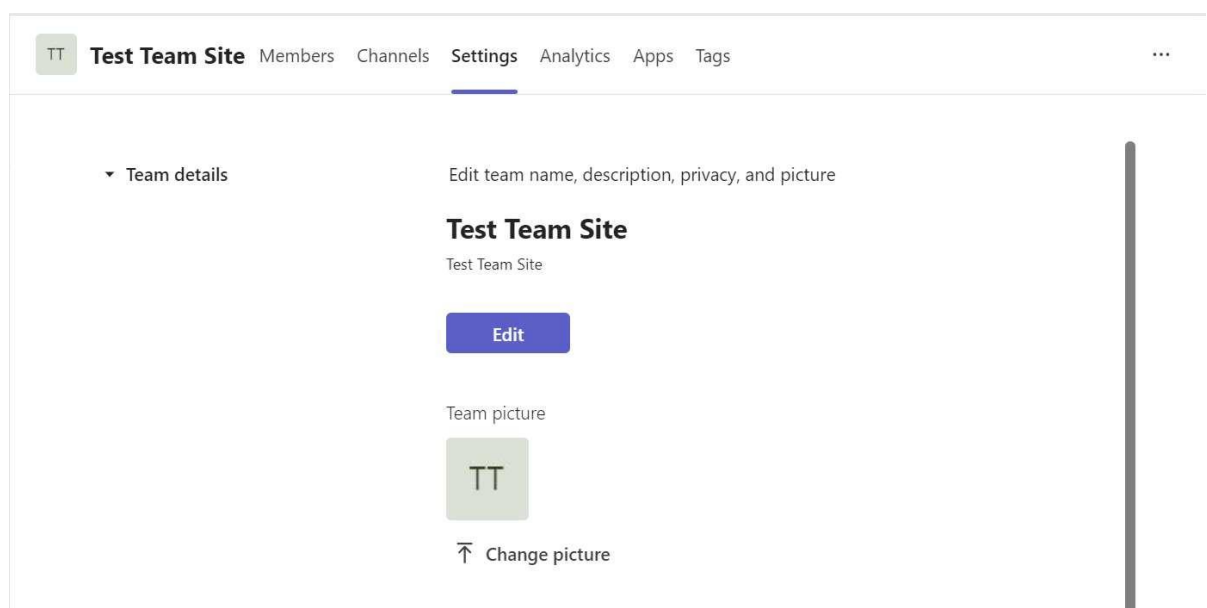
- On this page you can see who are the site owners, and who are members - please check the members and owners list to make sure this is correct.
- You can add new members by clicking on the “Add member” button in the top left of the page



- You can remove existing members by selecting the cross at the end of the line where they are named

Once you have checked that the membership is appropriate, next check to see if your team site is public or private.

- Click on the settings tab at the top of the Members page



8. Next click on the blue “Edit” button which will bring up the screen shown below. The privacy settings will show as either “Private”, or “Public” and you can change this using the drop-down options. Please check to make sure that the appropriate settings are selected, taking into consideration the nature of the information that your team site contains, i.e. personal information, red level or official- sensitive information should be set to Private.

N.B. All new Teams sites will automatically default to “Private”. If you require an existing Private group to be set to Public, please complete the following request form: [Request a Public group](#)

Edit Test Team Site team details

Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. [Learn more about teams and channels](#)

Team name *

Test Team Site



Description

Test Team Site

Privacy

Public - Anyone in your organization can join



Appendix H – Where to store records

	Suitable for storing	Not to be stored here
	Official records and documents including those with meta data Files requiring digital preservation File sharing with trusted third parties Safe for Green, Amber and Red level data	Personal documentation/files Non-records
	Closed communication with a specific group of people File sharing with trusted third parties Temporary document storage Meetings with colleagues and external guests Safe for Green, Amber and Red level data	Long term file storage Managed records Long term client data and case records storage
	Personal documents Offline or off-site temporary document use on SCC hardware Drafting documents and collaborating with colleagues Safe for Green, Amber and Red level data	Long term document storage Official files Client data and case records storage
	SCC internal communications General corporate information Corporate information on directorates and roles Policy and guidance Links to corporate systems	Information intended for public consumption Amber or Red level service data
	Communications with public and partners [appropriately redacted] Public information Public Green level data	Information not intended for public consumption

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Appendix I – Setting retention periods

Below you will find a step-by-step approach to setting retention periods for SCC information.

Step 1: Identify the type of information.

Start by clearly identifying what the information is and why it exists. Ask yourself:

- Is this a record or a non-record?
- Does it evidence a decision, action, service delivery, or legal obligation?
- Is it personal data, special category data, or non-personal information?
- Is it linked to a specific case, project, individual, or business function?

If the information does not provide evidence of council business, it may not need a formal retention period.

Step 2: Check for existing retention requirements

Before setting a new retention period, you must check whether one already applies:

- **Statutory retention periods** - some records must be kept for a specific time under law (e.g. finance, employment, safeguarding)
- **Corporate retention periods** - may already exist so you should check SCC's Register of Datasets

If a statutory or corporate period exists, it must be followed.

You can use LG Inform+ to check retention schedules – see Appendix H below for how.

Step 3: Consider key retention factors

If no existing retention period applies, consider the following factors together:

- **Business need** - how long is the information needed to deliver or evidence the service? Is it required for ongoing reference, audit, or operational continuity?
- **Legal and regulatory risk** - could the information be needed for complaints, appeals, inspections, or legal challenge? Is there a realistic limitation period that applies?

- **Data protection principles** - is the information personal data? Would keeping it longer than necessary increase privacy risk?
- **Frequency of use** - is the information actively used, occasionally referenced, or rarely accessed?
- **Historical or long-term value** - does the information record significant decisions, policies, or impacts? Could it reasonably be of archival value?

Retention periods should always be justifiable and proportionate.

Step 4: Set a clear retention rule

Once the retention period is agreed, it must be:

- clearly defined (e.g. “6 years after case closure”)
- applied consistently
- recorded in the Register of Datasets where appropriate
- supported by a clear trigger event (e.g. closure, supersession, end of contract)

Step 5: Review and disposal

At the end of the retention period, records must be formally reviewed to decide whether they should be:

- securely destroyed
- retained for a further defined period (with justification)
- transferred to Suffolk Archives

Records, and especially personal and special category data, must not be kept indefinitely “just in case”.

Please see the table below which contains examples of recommended retention periods for different information types.

N.B. These examples are illustrative, not exhaustive. Services must always check for statutory or corporate retention periods first.

Retention periods should be:

- clearly defined
- consistently applied, and
- supported by a trigger event (e.g. closure, supersession, contract end)

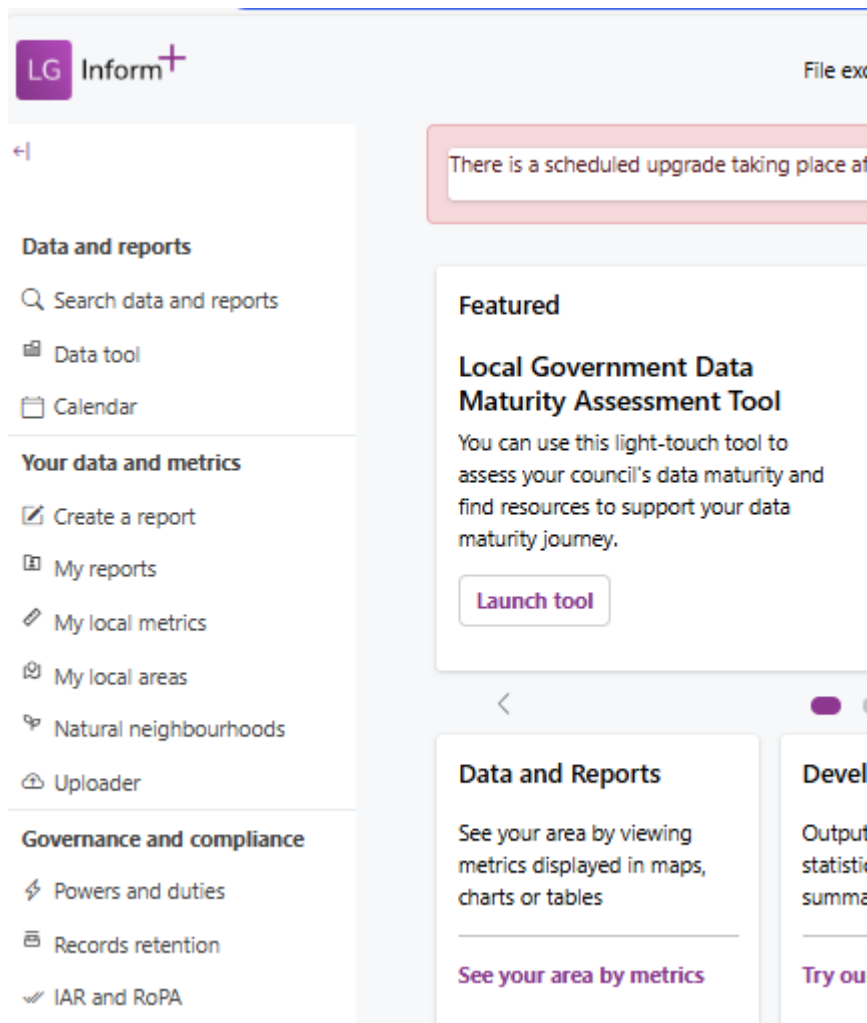
Summary table – example retention approaches by information type

Information type	Typical examples	Key considerations	Typical retention approach
Policy and governance records	Approved policies, strategy papers, decision and approval records	Evidence decision-making and accountability; may have long-term reference value	Retain while current plus a defined period after withdrawal ; consider archival value for final versions
Project and programme records	Project plans, risk logs, reports, closure documentation	Audit and assurance requirements; potential post-implementation review	Retain for a defined period after project closure ; key records often longer than working drafts
Case files and service delivery records (personal data)	Case notes, assessments, correspondence, decisions about individuals	High legal and privacy risk; often subject to statutory guidance	Retain in line with statutory or LG Inform+ guidance; retention usually triggered by case closure
Routine administrative records	Routine emails, non-decision meeting notes, working trackers	Limited long-term value; duplication common	Short retention period; dispose once superseded or no longer needed
Financial and contractual records	Contracts, invoices, payment records, procurement documents	Statutory and audit requirements; risk of challenge	Retain for defined statutory or guideline period, typically starting after contract end or financial year close
Training and competence records	Training attendance, certificates, assessments	Evidence of compliance and competence; employment considerations	Retain while relevant plus a defined period ; informal learning records usually shorter retention

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Appendix J – Step-by-step guide to LG Inform+ retention tool

1. From the [LG Inform+ home page](#), select “Records retention” from the menu down the left side of the screen



2. Scroll down the page to below where the filters are and you will find lists of suggested retention periods for different types of records categorised by business function

Administration and Government - Data protection and freedom of information



All records relating to the management of subject access requests under General Data Protection Regulations



All records relating to the management of Freedom of Information Requests

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3. You can also use the filters at the top of the page to narrow your search down to specific areas.

Filters

Hide filters ▲

Organisation type ?
County council ▼

Legal/business ?
Business ▼

Business function ?
Administration and Government, Asylum and immigration, Commercial activities, Goods and services, Procurement, Communicat ▼

Records containing ?
Special, Personal ▼

Appendix K – Top tips for good records management

Good records management is everyone's responsibility. These simple actions help keep SCC information secure, accessible, and compliant.

Area	Do	Don't
Creating records	Create clear, accurate records of decisions and actions	Keep unnecessary drafts or duplicate information
Storing information	Save records in approved systems (SharePoint, Teams, business systems)	Store records in Outlook inboxes or local drives
Naming and version control	Use clear file names and SharePoint version history	Use vague names like "final", "latest", or save multiple copies
Protecting information	Apply Red/Amber/Green classification and restrict access	Share information with people who don't need it
Incident reporting	Report security incidents and potential data breaches immediately via IT Self Service and cooperate with investigations	Delay reporting or ignore incidents, even if unsure of severity
Sharing information	Check recipient details and use secure methods (Purview labels, Safedrop, secure post)	Send sensitive data via unsecured email or incorrect recipients
Phishing and cyber security	Be cautious of unexpected emails, links, and attachments; report suspicious messages	Click links or download software unless you trust the source and it's approved

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Devices and removeable media	Use encrypted devices and keep passwords separate	Store passwords with devices or connect personal devices to SCC equipment
Retention and disposal	Follow retention periods and dispose of information securely	Keep information “just in case”
Physical records	Store securely (locked cabinets/RMC) and track movement	Leave records unattended or in unsecured locations
Working remotely	Keep devices secure and be mindful in public spaces	Access sensitive (Red) information in public
Studying and training	Anonymise case studies and follow data protection requirements	Include identifiable personal or confidential information in assignments
When unsure	Ask your manager or Information Governance team and report issues	Ignore risks, mistakes, or potential data breaches

Remember: The more sensitive the information, the greater the care and protection required.

1. Suffolk County Council Records Management Handbook | Version 1.0
2. Approved by: Head of Information Governance | Owner: Information Governance team
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