

HATTON PARISH COUNCIL

Record and Risk Management Policy

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

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

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

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

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

Reviewed to note amendments by way of inclusion of Risk – September 2021

Reviewed September 2022