

## Internal Procedures Index

1. **Standing Orders**
2. **Code of Conduct**
  - 2.1. **LGA Model Code of Conduct 2020 adopted by LPC**
  - 2.2. **Civility and Respect Pledge**
3. **Public Participation Rules**
4. **Complaints Procedure**
5. **Health & Safety Policy**
6. **Equality & Diversity Policy**
7. **DATA PROTECTION DOCUMENTS**
  - 7.1 **General Data Protection Regulations: INTRODUCTION**
  - 7.2 **Information Technology Policy**
  - 7.3 **Information Data Protection Policy**
    - 7.3.1 **Privacy Policy**
    - 7.3.2 **Consent to hold Contact Information**
  - 7.4 **Retention & Disposal Policy**
    - 7.4.1 **Document Storage Procedure**
    - 7.4.2 **List of Documents for Retention or Disposal**
  - 7.5 **Social Media and Electronic Communication Policy**
  - 7.6 **Management of Transferable Data Policy**
8. **ENVIRONMENT & CLIMATE CHANGE**
  - 8.1 **Environmental Policy**
  - 8.2 **Climate Change and Biodiversity Emergency Declaration**
  - 8.3 **Biodiversity and Climate Change Terms of Reference**
9. **Statement of Internal Control**
10. **Risk Assessment**
11. **Action Plan**
12. **School Community Project Group Terms of Reference**