



A friendship club for children and adults with special needs.

Data Retention and Destruction Policy

Purpose

The purpose of this policy is to detail the procedures for the retention and disposal of information to ensure that we carry this out consistently and that we fully document any actions taken. Unless otherwise specified the retention and destruction policy refers to both hard and soft copy documents

Review

Review is the examination of closed records to determine whether they should be destroyed, retained for a further period or transferred to an archive or transferred to an archive for permanent preservation.

How long we should keep our paper records

Records should be kept for as long as they are needed to meet the operational needs of the club, together with legal and regulatory requirements. We have assessed our records to:

Determine their value as a source of information about the club, its operations, relationships and environment

Assess their importance as evidence of activities and decisions

Establish whether there are any legal or regulatory retention requirements.

Where records are likely to have and historical value, we will transfer them to an archive folder.

Destruction schedule

Records on disposal schedules fall into three main categories

Destroy after an agreed period – where the useful life of a series or collection of records can be easily predetermined (e.g. after 7 years destroy financial records)

Automatically select for permanent preservation – where certain groups of records can be readily defined as worthy of permanent preservation and transferred to an archive

Review – see 2 above.

Records can be destroyed in the following ways:

Destruction

Non-sensitive information – can be placed in a normal rubbish bin

Confidential information – shredded

Electronic equipment containing information to be sent to computer contractor – presently MicoPro for destruction.

Archival transfer.

This is the physical transfer of hard copies to a secure and clearly defined area for easy retrieval as required.

Sharing of information

Duplicate records should be destroyed. Information of a personal nature should not be shared with any 3rd party.

An audit trail

Documents disposed of outside of the schedule either earlier or longer than listed will need to be recorded for audit purposes.

This will provide an audit trail for any inspections conducted by the Data Commissioner and will aid in addressing Freedom of Information requests, when the school no longer hold the material.

Monitoring

Responsibility for monitoring the disposal policy rests with the Data Protection Officer. The policy will be reviewed annually.

Destruction Schedule:

Data	Retention Period
Financial Accounts and all related documents	7 years
Accident/Incident Book	10 years
Policies	Until superseded
Committee. minutes	7 years
Child & Adulut Safeguarding risk assessments	Until superseded
Digital photographs related to club activity Group photos illustrating an activity or event	Kept as archive – unless requested by club member
Emails.	See email policy