

# **THE WEST STOCKWITH GERTRUDE MORRIS MEMORIAL HALL CHARITY**

## **DATA RETENTION POLICY**

### **INTRODUCTION**

The West Stockwith Gertrude Morris Memorial Hall Charity recognises it must at times, keep and process sensitive and personal information concerning both employees and the public. It has adopted this policy to not only meet the legal obligations, but to ensure high standards of practice. The Charity is open about its operations and works closely with the community. In the case of information that is not personal or confidential, the West Stockwith Gertrude Morris Memorial Hall Charity is prepared to make information available to the public.

### **DEFINITIONS**

- For the purposes of this policy, “record” shall be interpreted to mean any papers, files, books, photographs, tapes, films, recordings or other documentary materials or any copies thereof, regardless of physical form, made, produced, executed or received by any employee in connection with the transaction of the West Stockwith Gertrude Morris Memorial Hall Charity’s business.
- The term “electronic record” means any record which is created, received, maintained or stored on local workstations or central servers. Examples include, but are not limited to: email, word processing documents, spreadsheets and databases – including but not limited to file records, investigation reports, financial accounting records and payroll records.
- “Official Records” are records as part of the Charity’s day to day business, for example financial records, minutes, correspondence, eleemosynary lists.

### **DATA RETENTION**

- The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records which are no longer needed or of no value are discarded at the appropriate time.
- Record and Documents no longer required under the retention policy, may be required to be archived, and before destruction this should be checked.
- This policy relates to electronic records as well as physical “hard copies”.
- Individuals responsible for the retention of records are also responsible for their destruction following the retention period.
- Sensitive or confidential documents must be disposed of by shredding or other means to ensure that the material can no longer be read or interpreted.

- Appendix 1 sets out the West Stockwith Gertrude Morris Memorial Hall Charity's data retention requirements and the justification for the periods specified. Record retention periods may be increased by government regulation, judicial or administrative constraint order, private or government contract, pending litigation or audit requirements. Such modifications supersede the requirements in Appendix 1.
- In the event of a government audit, investigation or pending litigation, record disposition may be suspended at the direction of the Secretary of the Charity and subsequently ratified by West Stockwith Parish Council as the sole trustee of the Charity.
- When litigation, complaints or investigations against the West Stockwith Gertrude Morris Memorial Hall Charity are filed or threatened, the law imposes a duty upon the Charity to preserve all documents and records pertaining to the issues. All records including electronic records will be preserved during any such period and will supersede the retention schedule in Appendix 1
- No document list can be exhaustive. Questions regarding the retention period for any specific document or class of documents not included in the below table should be addressed to the Secretary of the Charity.

# APPENDIX 1

Information to be published	How the Information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b> (Organisational information, structure, locations and contacts)		
Current information only	Hard copy via the Secretary	5p per A4 photocopy 10p per A3 photocopy
Who's who on the Charity – Secretary	Hard copy via the Secretary	As above
Contact details for Charity Secretary (named contacts where possible with telephone number and email address (if used))	Hard copy via the Secretary	As above
Location of main Charity office and accessibility details	Hard copy via the Secretary	As above
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum	Hard copy via the Secretary	As above
Annual return form and report by auditor	Hard copy via the Secretary	As above
Finalised budget	Hard copy via the Secretary	As above
Standing Orders and Financial Regulations	Hard copy via the Secretary	As above
Grants given and received	Hard copy via the Secretary	As above
List of current contracts awarded and value of contract	Hard copy via the Secretary	As above

<b>Class 3 – What our priorities are and how we are doing</b> <b>(Strategies and plans, performance indicators, audits, inspections and reviews)</b>		
Provide the following activities for the residents of the village: Bingo, Charity Auctions, Coffee Mornings, District Council Polling, District Council Surgeries, Film Parties, Pantomimes, Parish Council, Private Parties, Themed Food Evenings, Quizzes	Hard copy via the Secretary	As above
<b>Class 4 – How we make decisions</b> <b>(Decision making processes and records of decisions)</b>		
Current and previous Charity year as a minimum	Hard copy via the Secretary	As above
Agendas of meetings (as above)	Hard copy via the Secretary	As above
Minutes of meetings (as above) Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy via the Secretary	As above
Reports presented to Charity meetings Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy via the Secretary	As above

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only	Hard copy via the Secretary	As above
Policies and procedures for the conduct of Charity business:	Hard copy via the Secretary	As above
Policies and procedures for the provision of services	Hard copy via the Secretary	As above
Information security policy	Hard copy via the Secretary	As above
Records management policies	Hard copy via the Secretary	As above
Data protection policies	Hard copy via the Secretary	As above
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Hard copy via the Secretary	As above